



222 West Adams Street, Suite 3150, Chicago, IL 60606 | 312.279.7305 | www.renovofinancial.com

Position: Office Manager

Who We Are:

Renovo Financial is a rapidly growing Chicago-based private lender serving real estate investors who acquire and renovate single and multi-family residential properties. We pride ourselves on supporting clients by providing unparalleled service, from the loan application through the payoff. Renovo's reliability and "win-win" solutions-oriented approach is just one reason why our repeat and referral rates far exceed the industry average. Renovo was honored to be named one of Crain's 50 fastest-growing Chicago companies and the 2022 + 2023 Top Workplace winner, as recognized by The Chicago Tribune, and 2023 Best Workplace by Inc. Magazine.

Position Summary:

The Office Manager will fulfill a multifaceted role, dividing their time between office administrative tasks and providing direct support to our Chief Servicing Officer. Their responsibilities encompass organizing and overseeing office operations to enhance overall effectiveness and efficiency. This role entails developing and upholding administrative procedures, managing inventory, and proactively planning activities. We seek an energetic professional capable of handling diverse administrative and executive support tasks with ease. The ideal candidate will be well-organized, flexible, and thrive on the challenges inherent in supporting a diverse office environment. This position is eligible for overtime. In this role, you will report directly to the CSO at Renovo Financial.

Responsibilities:

- Tracking, ordering, and maintenance of office supplies, food, beverage, and contracts related to each
- Mail handling, sorting, scanning, storage and destruction
- Coordinate logistics and prepare materials for meetings, calls, travel, and events
- Answer, screen and transfer incoming phone calls and assume other clerical duties
- Create, revise, and edit written materials as needed
- Maintain notes on key follow-ups and stay engaged with CSO to ensure completion
- Planning and following up on business details
- Provide support in the planning, coordination and execution of team events, as needed
- Interact and maintain a positive working relationship among all levels of the internal team and outside clients
- First point of contact for any office visitors
- Provide general support to visitors

Ideal Candidate:

The ideal candidate for this role will have:

- **Great Attitude:** You always come into work with a positive attitude and a "I will find a way to get it done" mentality
- **High-energy:** Your enthusiasm motivates everyone you collaborate with.
- **Problem Solver:** You must be a skilled problem-solver who can develop creative solutions on your own.
- **Strong Organization Skill:** You must have a desire to have a neat and orderly workspace with a proactive approach
- **College degree or 5 years' experience** in similar role

Behavioral Characteristics:

- **Ethical Conduct:** Uphold the highest standards of ethical conduct and professionalism.

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- **Self-Motivated:** You take on tasks without waiting to be told what to do
- **Positive Attitude:** You approach situations with a proactive and positive attitude
- **Adaptable:** Ability to collaborate effectively with cross-functional teams and work in a fast-paced, dynamic environment.
- **Team Player:** You believe that to be successful you need to leverage and trust your team. You lead by example.
- **Openminded:** Always seeks to find and develop creative solutions.

Renovo Financial is an equal opportunity employer. Renovo Financial does not discriminate in any employment actions (including hiring decisions) with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, gender identity and expression, marital status, disability, military status or unfavorable discharge from military service or any other characteristic protected by law.

Renovo offers full-time employees a 401k plan with employer matching, paid time off, observance of company paid holidays, medical, dental, vision benefits for employees and their dependents, voluntary benefit offerings (life insurance and short-term disability), pre-tax FSA, commuter and dependent care benefits, maternity/paternity, hybrid work schedule, and more.