

PART-TIME STRATEGIC EXECUTIVE COORDINATOR

Department: Marketing / Executive Operations

Location: Houston, TX

Schedule: Approximately 15 hours per week, with opportunity to grow based on workload and performance

ABOUT J TURNER RESEARCH

J Turner Research is the leading provider of strategic solutions that improve resident experience and operational performance for the multifamily industry. Through proprietary metrics like the ORA® Score and innovative AI-powered tools, we help owners and operators turn feedback into a strategic advantage. Behind every strong brand and product is operational excellence, and this role is critical to keeping the organization running smoothly.

POSITION OVERVIEW

J Turner Research is seeking a highly organized, proactive Strategic Executive Coordinator to support leadership and maintain the daily operations of our Houston office. This part-time role blends executive assistance, office coordination, and light strategic intelligence work. Over time, the role may expand based on workload and demonstrated success.

KEY RESPONSIBILITY

Executive Assistant Support

- Provide administrative and project support to the President, including scheduling, meeting setup, scanning, printing, shipping, and special projects
- Assist with WebEx and Teams meeting coordination, calendar maintenance, and database updates
- Support ad hoc administrative needs across departments as required

Office Administration & Coordination

- Open and maintain the office environment, including kitchen, conference rooms, and shared spaces
- Manage office supplies, inventory, subscriptions, and equipment
- Oversee mail operations, including inbound mail, outbound mail, stamps, labels, and PO Box pickups
- Coordinate office maintenance requests and vendor needs
- Support internal team lunches, office events, and company celebrations

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Logistics & Inventory Management

- Manage printing, packaging, shipping, and mailouts for various departments
- Maintain organization of storage areas, swag, and promotional materials
- Coordinate gifts, flowers, and client or employee recognition items

Cross-Department Support

- Accounting: Open and sort mail, assist with check processing, invoice mailings, and PO Box pickups
- Training: Support mailouts to leasing offices and onboarding materials
- Marketing: Assist with award mailouts, power rankings materials, and event logistics
- Support Team: Assist with data entry and administrative projects as needed

VALUE OF THE ROLE

This role enhances the organization by:

- Providing consistent, responsive executive support
- Ensuring office operations run smoothly and predictably
- Supporting the marketing org chart and workflows as designed
- Increasing reliability across cross-department coordination

IDEAL CANDIDATE PROFILE

The ideal candidate is highly organized, calm under shifting priorities, and comfortable working behind the scenes to keep leadership and teams operating efficiently. They balance warmth with confidence, learn preferences quickly, and take pride in creating order and momentum.

BONUS EXPERIENCE

- Previous experience supporting executives or leadership teams
- Exposure to consulting, SaaS, or professional services environments
- Familiarity with CRM systems such as HubSpot

REQUIREMENTS

- Strong organizational, communication, and time management skills
- Comfort handling confidential information with discretion
- Ability to work in the Houston office during scheduled hours
- Proficiency with common office software and collaboration tools

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