

PROPERTY ADMINISTRATOR/PROPERTY ADMINISTRATIVE ASSISTANT
COMMERCIAL OFFICE REAL ESTATE - Pleasanton CA

Swift Real Estate Partners, a leading commercial office real estate company in the Bay Area, is seeking a Property Administrator to support the property management team at our beautiful Rosewood Commons campus located in Pleasanton and close to BART.

Are you a top-notch, polished Administrative Assistant who has at least 5-years of administrative support experience and even yet - has previous experience working for a property management office?

Do your teammates describe you as the ultimate team player with a professional, “yes can do” attitude; where you no job too big or too small to tackle?

Are you considered a pro at Microsoft Word, Excel and Outlook and possess outstanding verbal and writing skills?

Are you considered an “Ambassador Extraordinaire” given your amazing customer service skills?

Do your co-workers look at you in awe because of your excellent organization and multi-tasking skills when juggling all those balls?

Would you like to work for a thriving company that offers a collaborative team environment and values its employees?

If you answered “yes” to the above and would like to dive into an exciting position, then we are looking for you!

Position Responsibilities:

As the “go to person” for our property management team, you will partner with the property management team in coordinating the day-to-day building activities in fulfilling tenant needs and resolving tenant issues in a timely manner. Your talents will include handling the following:

- Meeting and greeting visitors using your outstanding customer service skills
- Coordinating events for the Rosewood Conference Center
- Answering and directing calls
- Processing and coding invoices; assist with billing, rent collection and other tenant charges in compliance with lease agreements
- Coordinate tenant events; tenant move-in’s and move-out’s; orient new tenants on building policies and procedures
- Ordering office supplies
- Ensuring office equipment is operating properly
- Processing building and tenant maintenance requests
- Updating directories
- Maintaining vendor and tenant insurance certificates; tenant contact lists; emergency contact lists and other miscellaneous records and files to ensure they are current and well-organized
- Coding key cards for tenants

- Providing project support to the Property Manager, Assistant Property Manager and general administrative support to ensure the office runs smoothly and effectively including organizing these busy people so they operate at their full potential

The Ideal Candidate Will Possess The Following:

The ideal candidate will have a minimum of 5-years administrative support experience; excellent communication, and organization skills with a professional yes-can-do attitude; proficient in MS Office Suite.

College degree and former experience working for a real estate company is preferred.

About Swift:

Swift is a vertically-integrated real estate operating company founded in 2010, focused on West Coast value-add office and industrial properties. Swift has a proven track record of superior risk-adjusted returns to its partners. Swift owns and operates approximately 5 million SF of office/industrial assets throughout California and the Pacific Northwest.

About Our Benefits:

In exchange for your talents and dedication, Swift Real Estate Partners offers a comprehensive healthcare and flexible spending benefits plan that include full coverage of the employee's healthcare premiums, and coverage at 50% of dependents premiums. In addition, we offer competitive salaries and bonus opportunity, an excellent 401(k) plan with an annual 3% contribution of total comp, 12-holidays per year and a Community Service Day.

If you fit the profile above and would like to work for a thriving company, we look forward to receiving your resume in a Word document along with your salary expectations. EOE. M/F/D/V. No phone calls from recruiters please.

No relocation benefits are available for this position.

If you fit the profile above and would like to work for a terrific company, then please send your resume in a Word document along with your salary expectations to Swift's Human Resources Director - Tamara Tanner at tanner@swiftrp.com. EOE. M/F/D/V. No phone calls or search firms please - all recruiting is done in-house. Thank you - we look forward to receiving your resume!