

SWIFT REAL ESTATE PARTNERS IS SEEKING A CONSTRUCTION PROJECT COORDINATOR

Bay Area Office

Swift Real Estate Partners is pleased to announce that we have an exciting opening for a Construction Project Coordinator.

Do you have at least 3 years of professional construction experience in accounting, contracts administration or in construction administration supporting a fast-paced construction management department or company?

Are you considered a guru when it comes to progress payment review and the billing process given your excellent attention to detail and excellent administrative support skills?

Do your teammates describe you as “the best colleague ever!” given your positive attitude and amazing work ethic?

Would you like to work for a great 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!

In this dynamic position you will utilize your strong skills to handle the following:

- Administer Swift’s Project Approval and Job-Code assignment process, ensuring all approvals for budgets are acquired per policy
- Assist with Project Tracking in Honest Building, Yardi, and/or Excel. Ensure cost tracker is complete, updated, accurate and posted properly.
- Monitor and maintain Construction in-boxes and take appropriate action in a timely manner (file, process invoice, answer email, provide assistance, etc.)
- Draft and coordinate contracts, assist with contract execution via DocuSign and project cost tracker updates.
- Manage the flow of information with the appropriate team members to ensure proper notification of project status, cash forecast, updates, etc.
- COI collection & tracking
- Follow and enforce Swift’s policy for invoice processing, including lien release tracking by using the appropriate AP System and interfacing with Vendors and Contractors to coordinate.
- Follow up, as needed, to ensure timely payment of A/P.
- Update monthly accounting reports for projects under construction. Verify and update all current and forecasted project costs.
- Coordinate and facilitate monthly Capital call meetings with Construction, Operations & Investment Managers. Distribute reports, lead meetings, clearly communicate with team members and update projects and/or notes as needed. Ensure project budgets & forecasts are accurate and provide support when needed. Update Milestones & project status when a project is complete.
- Communicate clearly and directly concerning performance, productivity, and accountability.

- Prepare tenant improvement overage billings that include copies of all invoices and change orders, tenant approvals, and reconciled workbooks.
- Administer Swift's Tenant Improvement Overage process to ensure tenants are correctly invoiced per the terms of their lease.
- Prepare allowance payment packages for reimbursement of Tenant run projects including lien releases, subcontractor back up, and payments per the terms of the lease.
- Complete and compile required documents for monthly loan draw
- Project close out that consists of lien release tracking, close out package review, retention release, project reconciliation, place project in service and archive.
- Prepare reports, presentations, or special projects as requested.

The Ideal Candidate Will Possess the Following:

- BA/BS degree in accounting, construction or business desired
- A minimum of 3-years of experience in accounting, contracts or project support ideally for a real estate and/or construction company
- Strong computer skills with proficiency in MS Excel and knowledge of accounting software. Yardi or Honest Buildings experience a plus
- Excellent organizational skills with ability to set priorities, manage multiple projects and meet deadlines.
- Self-starter requiring minimal supervision
- Ability to work independently, as well as part of a team
- Strong problem-solving skills.
- Outstanding communication skills
- Provide excellent customer service to our internal and external customers - Have a "can-do" or "how can I help" attitude
- Excellent attention to detail

About the Company:

Founded in 2010, Swift Real Estate Partners is a vertically-integrated real estate operating company focusing on West Coast value-add office and industrial properties. Striving to become the premiere West Coast real estate operator. Swift owns and operates approximately 5 million SF in California and the Pacific Northwest.

About Our Benefits:

In exchange for your talents and dedication, Swift offers a comprehensive healthcare and flexible spending benefits plan that includes full payment for the employee's healthcare premiums, and 50% coverage for dependents. In addition, we offer competitive salaries and bonus opportunity, an excellent 401(k) plan with a dollar-for-dollar matching up to 4% matching, 12-holidays per year and a Community Service Day.

If you fit the profile above and would like to work for a thriving company with a great culture, we look forward to receiving your resume in a Word document along with your salary expectations. EOE. M/F/D/V.