

PROPERTY ADMINISTRATOR
San Jose CA

Swift Real Estate Partners is thrilled to announce that we have an opening for a Property Administrator to support our amazing property management team at our beautiful Hellyer buildings and our San Ignacio asset located in San Jose.

Are you a top-notch, polished Administrative Assistant who has at least 5-years of administrative support experience and even better yet, 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 no job is too big or small to tackle?

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

Are you considered an "Ambassador Extraordinaire" given your amazing customer service skills and thrive in a fast-paced environment?

Would you like to work for an incredible 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 Hellyer buildings and the San Ignacio asset
- 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

- Some travel between the properties will be required

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 and the ability to work independently; proficient in MS Office Suite. College degree and former experience working for a real estate company is a plus!

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 50% 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%, 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. Thank you for sending your resume to Tamara Tanner at tanner@swiftrp.com.