



**SWIFT REAL ESTATE PARTNERS IS SEEKING A PROPERTY ADMINISTRATOR IN COMMERCIAL OFFICE REAL ESTATE IN SAN JOSE, CA (& OCCASIONAL WORK FROM OUR PLEASANTON CAMPUS)**

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**Swift Real Estate Partners**, a leading commercial office real estate company on the West Coast with a strong presence in the Bay Area, is seeking a Property Administrator to support the property management team in managing our assets in San Jose, CA and assisting with administrative function in our Pleasanton Office.

**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.

Are you a top-notch, polished Administrative Assistant who has at least 5-years of administrative support experience and even better yet – has previous experience working as a Property Administrator and/or for a commercial real estate company?

Do your teammates describe you as the ultimate team player with a professional, “yes can do” attitude; where 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” because of 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 tenants and our property management team, your partnership in keeping things running smoothly and efficiently will result in rewards and career opportunities! As the “Ambassador Extraordinaire” this unique position includes working onsite in our San Jose Office by partnering 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, while also working closely with our General Manager who oversees our Pleasanton office to manage some tasks for this office as well. Your talents will include handling the following for our San Jose assets along with assisting with a few administrative function for our Pleasanton Office.



- Meeting and greeting visitors using your outstanding customer service skills
- Answering and directing calls
- Assist with billing, rent collection and other tenant charges in compliance with lease agreements for our San Jose Assets
- 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 contact lists; emergency contact lists and other miscellaneous records and files to ensure they are current and well-organized
- Coding key cards for tenants
- Right hand support to the General Manager to assist with special tasks
- Processing and coding invoices for 4 assets (Hellyer, San Ignacio, Rosewood and @Central)
- Maintaining tenant insurance certificates for 4 assets (Hellyer, San Ignacio, Rosewood and @Central)
- Work schedule: 3 days working in our San Jose office and 2 days in our Pleasanton. After January 2022, schedule will be revisited to potential fulltime in San Jose working onsite at San Jose Monday – Friday and only in our Pleasanton Office a couple times a month.

**The Ideal Candidate Will Possess The Following:**

The ideal candidate will have a minimum of 5-years administrative support experience (previous event venue experience a plus); 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 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 dollar for dollar matching up to the employee's 4% contribution, 12-holidays per year including a Community Service Day because at Swift we are all about "giving back".

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. Mileage reimbursement will be paid for commutes to the Pleasanton Office .

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 Managing Director



– Tamara Tanner at [recruiter@swiftrp.com](mailto:recruiter@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!