



SWIFT REAL ESTATE PARTNERS IS SEEKING A PROPERTY ADMINISTRATOR/PROPERTY ADMINISTRATIVE ASSISTANT IN WALNUT CREEK, CA

Swift Real Estate Partners, a leading commercial office real estate investment company, is seeking a Property Administrator to support the property management team from our beautiful Walnut Creek campus, Mt. Diablo in Walnut Creek, located next to the Walnut Creek BART station.

About Swift:

Founded in 2010 by Christopher Peatross, Swift Real Estate Partners is a real estate private equity firm focused on West Coast, value-add, office & industrial properties. Swift has a proven track record of providing superior risk-adjusted returns to its partners and recently successfully completed the fundraise of its 3rd fund.

Are you a top-notch, polished Administrative Assistant who has at least 5-years of administrative support experience? Have you formerly worked as a Property Administrator or for a Commercial Office Real Estate firm?

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?

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 & 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 are ready to dive-in to an exciting position working for an amazing company, then read on – 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 as the quint-essential Ambassador will include handling the following:

- Meeting and greeting visitors using your outstanding customer service skills
- 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 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 your 4% contribution of total comp, 12-holidays per year including a Community Service Day because Swift is 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.

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 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!