



SWIFT REAL ESTATE PARTNERS IS SEEKING A PROPERTY ADMINISTRATOR IN COMMERCIAL OFFICE REAL ESTATE IN PLEASANTON, CA

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 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 supporting a property management team?

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, with a passion for interacting with people?

Do your co-workers look at you in awe because of your excellent organization and multi-tasking skills?

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 the property management team, you will use your stellar administrative skills to keep things running smoothly and efficiently! As the “Ambassador Extraordinaire” this unique position includes working onsite 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
- Answering and directing calls
- 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 and maintaining 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
- Maintaining tenant insurance certificates for 4 assets
- This position is 100% in the office and onsite at the property management office.

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.

Former experience working for a property management team in a commercial office 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 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. 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!