



SWIFT REAL ESTATE PARTNERS IS SEEKING A RECEPTION ASSOCIATE FOR ITS CORPORATE HEADQUARTER'S LOCATED IN SAN FRANCISCO, 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 pleased to announce that we have an exciting opportunity for a Reception Associate to support our Corporate Headquarters in San Francisco.

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 Receptionist with at least 5-years of receptionist experience in a corporate office environment?

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 an "Ambassador Extraordinaire" given your amazing customer service skills?

Do you have amazing organization skills where nothing falls through the cracks and you always have a smile on your face given your energetic and positive demeanor?

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 a dynamic position with an amazing company then we are looking for you!

Purpose/Summary:

As the Ambassador at Swift's Headquarters office using your stellar receptionist and administrative support skills, you will work behind-the-scenes to ensure the office runs smoothly and efficiently by wearing a lot of hats and handling a host of tasks including the following:

Reception Associate Responsibilities:

- As the "Ambassador" to the Corporate office you will greet guests and investors using your stellar customer service skills
- Manage front desk including answering phones using your professional and welcoming demeanor
- Maintain the reception area to ensure a neat and professional appearance
- Sign for deliveries and deliver packages to team members
- Maintain the conference room calendar
- Reserve and maintain office guest stations for visitors and guests
- Partner with the San Francisco Property Management team when maintenance requests or tenant requests arise



- Provide support to the Event Management team for Swift's Newhall Nest event venue

Administrative Assistant Responsibilities:

- Oversee catering needs for the team including placing food orders and setting-up lunches
- Serve as the primary point of contact for internal and external customers
- Daily maintain and clean the conference rooms and general common areas to ensure they are neat and have needed supplies
- Kitchen support by unloading groceries, maintaining coffee machines, kitchen upkeep throughout the day to ensure a neat and clean kitchen that has ample food and supplies
- Restock printers and ensure they have toner and are operating properly
- Maintain the postage machine including adding postage, ordering supplies and changing ink
- Notify management of any safety hazards in the office
- Gather lunch orders for team meetings, including lunch runs
- Support the Founder and others with errands
- Basement runs for supplies, liquor, etc.
- Complete inventory for the Newhall Nest
- Sort and distribute mail to the HQ team including scanning and emailing mail to Swift's satellite offices & property managers
- Arrange shipping & courier services and communicate the tracking details to the individual that requested the shipping
- Oversee Swift's mail needs such as dropping off mail to Fed Ex, UPS, Post Office or mailbox both mid-day and at the close of business
- Order all shipping and mailing supplies to ensure supplies are stocked and available
- Distribute all incoming packages and shipments
- Using your incredible AA skills, develop a tracking system to maintain and order office supplies to ensure an adequate supply at all times
- Back-up IT liaison for office needs such as maintaining printers, workstations etc.
- Process monthly expense reports for corporate credit cards
- Using Swift's filing system, maintain records and receipts for all charges
- Back-up AA support as needed for the 260 EA/AA's

The Ideal Candidate Will Possess the Following:

The ideal candidate will have a minimum of 5-years receptionist/administrative support experience in a corporate office, with amazing customer service, communication and organization skills with no job too big or small and a professional yes-can-do and warm demeanor. Strong MS Office Suite skills are a must.

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 the dependents premiums. In addition, we offer competitive salaries and bonus opportunity, an excellent 401(k) plan with a dollar-for-dollar matching up to your 4% contribution, 12-holidays per year and a Community Service Day, and a terrific work environment with immense growth opportunities!

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!