



Property Administrator CONCORD, CA

Swift Real Estate Partners is delighted to announce that we have an exciting opportunity for a Property Administrator to join our amazing property management team. Working from our lovely Concord office located across the street from the Concord BART station and with onsite parking at the campus, this position is perfect for someone looking to apply their outstanding organization and administrative skills!

Are you the Property Administrator We're Looking for?

- Do you have at least 5 years of professional administrative support experience, and even better yet, with a background in property administration or commercial office real estate?
- Are you known for your “yes-can-do” attitude and willingness to tackle any task, with nothing too big or small?
- Are you proficient in Microsoft Word, Excel, and Outlook, with outstanding verbal and written communication skills?
- Do people describe you as an “Ambassador Extraordinaire” because of your exceptional customer service skills?
- Are you admired for your ability to stay organized and multi-task effectively, keeping everything running smoothly and always with a smile on your face?

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 Overview:

As a key member of Swift and the property management team, the Property Administrator serves as the primary point of contact for the property management office, ensuring the office runs smoothly and efficiently, while serving as the “ambassador extraordinaire to the tenants.

Key Responsibilities:

As the Property Administrator ambassador, you will use your strong organization skills to tackle a variety of tasks in a fast-paced, ever-changing environment, sometimes under pressure, while remaining flexible, proactive, resourceful, and efficient, with a high level of professionalism and confidentiality. Outstanding written and verbal communication skills, strong decision-making ability, and attention to detail are essential. This position is full-time, in-office at one of Swift’s beautiful properties, complete with a host of amenities.

Your daily duties will include but are not limited to:

- 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
- Contract procurement
- Lease extraction
- 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

Requirements:

- High level of proficiency in MS Office. Excellent Adobe Acrobat, and Social Media web platforms experience, with the ability to learn and use other software programs as required.
- Strong writing and verbal skills
- Excellent organizational skills with the ability to work independently, prioritize, and multi-task
- Strong project management skills
- Outstanding interpersonal skills with a high level of professionalism and the ability to exercise sound judgment
- Adaptable to change
- Physical requirements include sitting for long periods, occasional bending, lifting, and the use of office equipment.

Qualifications

- 5-years of relevant experience
- This is a full-time, 100% in-office position
- Must be able to interact in a professional manner with tenants, vendors, contractors and the team
- Possess exceptional customer service skills using diplomacy
- Exercises sound judgment
- Detail-oriented and organized with excellent follow-up and follow-through skills in meeting deadlines
- Undergraduate degree preferred
- Previous experience working for a commercial office real estate company preferred

Compensation Range: \$75,000 - \$85,000

Why Swift?

Founded in 2010, Swift is a vertically integrated real estate operating company focused on valueadd office and industrial properties on the West Coast. With approximately 5 million SF of assets across California and the Pacific Northwest, Swift has a proven track record of delivering superior returns

Swift Real Estate Partners offers a comprehensive benefits package, including full coverage of employee healthcare premiums, competitive salaries, bonus opportunity, and an excellent 401(k) plan with dollar-for-dollar matching up to 4%. We also offer 13 holidays per year, including a Floating Holiday and a Community Service Day. If you're ready to take the next step in your career with a great company, we look forward to receiving your resume (in Word format) along with your salary expectations.

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 recruiter@swiftrp.com

Swift Real Estate Partners is an Equal Opportunity Employer (EOE). We welcome applicants from all backgrounds (M/F/D/V). No contact from recruiters, please.

Please also check out some of Swift's other exciting initiatives!

- Swift App – Tenant Engagement Platform [App Store](#)
- Swift Management Services <https://swiftrp.com/sms/>
- Sustainability / Swift Honey Project <https://swiftrp.com/esg/>