

WRIGHT RUNSTAD & COMPANY
WASHINGTON STATE EMPLOYEE CREDIT UNION BUILDING

POSITION TITLE

Property Administrator

As a part-time position, the Property Administrator (PA) will be accountable to the General Manager. On behalf of the property management office, the Property Administrator will receive all incoming calls and greet walk-in visitors. The Property Administrator will provide support for the general manager, chief engineer, building engineer and the financial accountant. A courteous, friendly and professional personality is required for this position.

SCOPE OF RESPONSIBILITIES

Tenant/Vendor Services

- Promote good communications with building tenants. Facilitate positive tenant relations as the principal person to receive telephone calls and greet walk-in customers. The PA should handle all situations with tenants and customers in a professional manner.
- Evaluate tenant work requests regarding janitorial, HVAC, lighting, plumbing, etc. Coordinate work requests with the engineering staff and follow-up with engineering and tenants as necessary. Enter and close all work requests on the maintenance work order system.
- Meet with tenant contacts as needed.
- Work with the janitorial contractor to ensure the tenant's janitorial needs are being met. Conduct weekly janitorial inspections with the janitorial contractor.
- Work with vendors to coordinate the maintenance of window cleaning, interior and exterior plants, brass cleaning, wood repairs, consumable supply orders, after-hours work, etc.

Property Management Office Responsibility

- Work with janitorial to ensure proper cleaning of property management office. Arrange for monthly cleaning of refrigerator, freezer, floors, etc. Coordinate any repairs (lighting, carpet cleaning, painting, etc.).
- Coordinate monthly staff meetings and other meetings as needed.
- Update and maintain all emergency staff brochures, employee and tenant call lists.
- Date stamp and distribute all incoming mail.
- Assist financial accountant with daily accounting procedures. Sort, code, input and file monthly account payables. Follow-up and research specific accounting requests as needed. Work with financial accountant to invoice monthly billings.

- Maintain the supply cabinets in an orderly fashion. Maintain and order office supplies as needed.
- Run office errands as necessary (Costco, post office, etc).
- Coordinate special events (celebrations, monthly meetings, staff functions, etc.).

Knowledge & Skills

- Excellent communication skills. Ability to work directly with others on a daily basis.
- Pleasant personality, good attitude, team player. Be able to provide positive input. Candidate must enjoy assisting and working with others.
- Optimistic, mature, self-starter.
- Ability to remain professional in difficult situations.
- Basic office procedure skills. Computer knowledge including word processing and spread sheet programs.
- Good verbal and written communication skills.
- Good organization and detail skills.
- Ability to initiate projects and follow through with ideas and tasks.

Education and Experience

- Three years experience in a professional, service oriented environment with significant public contact. Prior experience in the administrative field is preferred.