

POSITION TITLE

Project Assistant - Development

ACCOUNTABLE TO

Executive VP – Director of Development

Seattle-based Wright Runstad & Company develops, acquires, manages and leases high quality commercial office buildings located primarily in the Pacific Northwest. The company has a 47-year history as one of the region's premier real estate development and operating companies, delivering outstanding property performance and superior investment returns. Wright Runstad & Company maintains an exceptional reputation among tenants and institutional investors for its demonstrated commitment to integrity and high levels of quality and service.

SCOPE OF RESPONSIBILITIES

Under the supervision of the Director of Development and in coordination with other members of the Development team, provide project and administrative support to Project Managers and WRC Executives. Working in a self-directed manner, relieve Project Managers of administrative duties as needed. Take direct responsibility for permit facilitation, draw request preparation, and project document control.

PROJECT SUPPORT

- Coordinate permit submittal packages with consultants and either upload or hand deliver to permit processing; pay permit fees and monitor revision requests.
- Prepare and route draw requests for Project Manager review; coordinate with Accounting for corrections; copy and send out to our project investors and/or lenders.
- Receive, categorize and route invoices to Project Managers; contact vendors for information as needed.
- Prepare materials; field document requests; upload information to network or Box. Review, organize and maintain project files, documents, contracts and invoices.
- Provide administrative and document support to due diligence reviews by investors and/or lenders.
- LEED Certification experience desired to assist and support in obtaining LEED status for projects by uploading Project Managers and team documentation to USGBC.
- Take and distribute meeting notes as needed, follow up with consultants and vendor requirements.

ADMINISTRATIVE/OFFICE SUPPORT

- Manage high-level calendaring and scheduling for Project Managers.
- Organize and maintain detailed file system, file correspondence and other records.

Project Assistant – Development Job Description Page 2

- Return phone calls and emails to vendors and consultants, and answer questions when qualified to do so.
- Create and organize presentation materials for meetings.
- Coordinate, arrange and support meetings (in office and on site) and greet visitors.
- Plan events for major project milestones.
- Assist with creating proposals and marketing materials for new projects.
- Other duties as assigned.

KNOWLEDGE AND SKILLS

Proficient in Microsoft Office, Adobe Acrobat, Bluebeam, and Microsoft Project. Preferred experience with Adobe Creative Suite (InDesign, Photoshop and Illustrator) and Microsoft Publisher, or willingness to be trained.

Detail-oriented and highly organized.

Able to handle multiple tasks/projects at one time and prioritize needs.

Excellent verbal and written communication skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel and is required to talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 5 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

EDUCATION AND EXPERIENCE

3-5 Years as an Administrative or Project Assistant in a commercial real estate or architecture/engineering/construction industry environment. Experience in commercial real estate development preferred.