

**WRIGHT RUNSTAD & COMPANY**  
Edna Lucille Goodrich Building  
Tumwater WA

**Position Title:**  
Property Administrator

**Accountable To:**  
Property Manager

**SCOPE OF RESPONSIBILITIES**

On behalf of the Property Management Office (PMO), the Property Administrator will receive all incoming calls and greet walk-in visitors. The Property Administrator will provide support for the assistant Property Manager, Chief Engineer, staff, and the Property Accountant. The Property Administrator will provide a courteous, friendly, professional atmosphere with exceptional customer service.

**Basic Duties and 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 and courteous 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.
- Lead 'Green Team' and promote sustainability.
- Coordinate, promote and host events for the tenants / building.
- Work with janitorial contractor to ensure the tenant's and building janitorial needs are being met. Conduct weekly janitorial inspections with the janitorial contractor.
- Order and manage inventory of building consumable products.
- Coordinate painting in or around the building; metal cleaning, carpet cleaning, tenant improvement work, etc. Oversee daily security logs and coordinate the security schedule.
- Oversee conference room reservations. Assist tenants with set up needs for the conference center.
- Coordinate Tenant Meetings as needed.
- Other items as assigned and/or requested.

### **Property Management Office Responsibility**

- Work with janitorial to ensure proper cleaning of PMO and building. Arrange periodic cleaning of floors, coordinate recycle, etc. Coordinate any maintenance or repairs (lights out, carpet cleaning, painting, etc.).
- Coordinate monthly staff meetings and other meetings as needed.
- Oversee building security access system. Create badges for staff/vendors.
- Maintain the office in an organized and neat fashion. Arrange for refreshments as needed. Clean-up and organize the room after meetings.
- Coordinate and manage service vendors (janitorial, carpet, pest control, etc.). Work with vendors to facilitate environment throughout the office and building.
- Update and maintain all emergency procedures, staff brochures, employee, and tenant call lists.
- Coordinate security personnel for specific requests. Inform security of building events.
- Date stamp and distribute all incoming mail.
- Process and enter all invoices.
- Assist property accountant with daily accounting procedures. Sort, code, input and file monthly account payables and mail checks. Follow-up and research specific accounting requests as needed. Work with property accountant to invoice monthly billings.
- Pick up, sort, and handle mail from the Post Office.
- Maintain the PMO and supply cabinets in an orderly fashion. Maintain and order office and breakroom supplies as needed.
- Facilitate positive relations with the Property Management team.
- Run office errands as necessary (Costco, grocery store, etc.).
- Coordinate special events (celebrations, monthly meetings, staff functions, etc.).
- Other items as assigned and/or requested.

### **Knowledge & Skills**

- Outstanding customer service 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, as well as being self-directive.
- Optimistic, strong self-starter.
- Ability to remain calm and professional in difficult situations.
- Basic office procedure skills. Computer knowledge including email, word processing, and spread sheet programs.
- Good understanding of technology.
- Good verbal and written communication skills.
- Good organization and detail skills.
- Ability to initiate projects and follow through with ideas and tasks.
- Ability to multi-task and handle multiple interruptions throughout the day.

## **Education and Experience**

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

## **Salary and Benefits**

- For employees working 20 or more hours per week, the Company offers a comprehensive benefits package that includes employer-sponsored medical, dental, and vision premiums for the employee; Health Care and Dependent Care Flexible Spending Accounts; employer-paid life insurance, and long-term disability insurance. The Company also provides 10 days of vacation per year in the first year of employment with scheduled increases based on length of service and 11.5 paid holidays. Accruals and holiday pay are pro-rated for employees working less than 40 hours per week.

The salary range for this position is \$62,500 to \$70,000 per year. The starting/hiring salary range is \$63,000 - \$67,000 per year. Pay is dependent on experience.