



POSITION TITLE: Property Management Assistant

REPORTS TO: EVP, Portfolio Services

COMPANY OVERVIEW:

Wallace Properties is a leading full service Commercial Real Estate Company located in Bellevue, Washington with Development, Brokerage and Property Management divisions. Wallace Properties has been a respected leader in the commercial real estate industry for over 40 years.

Our portfolio of managed properties, located throughout Washington State, includes retail, office, industrial and mixed used projects.

JOB SUMMARY:

The Property Management Assistant will provide administrative and facilities support to one or more members of the property management team. Responsibilities will vary to align with the dynamic needs of the property management department. This supportive role requires exceptional customer service and willingness to help as needed.

This is a full-time non-exempt hourly position.

ESSENTIAL JOB FUNCTIONS (including but not limited to):

- Assist in AR management, rent collections, rent notices
- Collect vendor certificates and handle new vendor set up process
- Collect and track tenant insurance certificates
- Collect and distribute parking permits and respond to calls regarding parking
- Collect gross sales reports for all assigned properties
- Filing, scanning, document management
- Property errands (key delivery, notice delivery, etc.)
- Respond, as needed, to tenant requests or maintenance requests
- Prepare tenant correspondence, as requested
- Mail correspondence (regular, certified and overnight)
- Perform other job-related duties as assigned or required
- Abstract and input leases as requested
- Prepare vendor contracts as requested
- Maintain tenant, vendor, and property files
- Maintain utility spreadsheets as requested
- Invoice research and assembling documentation
- Research projects as assigned using internet and other sources
- Maintain lease database information
- Additional duties or projects as assigned

Investment/Development | Brokerage | Property Management

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QUALIFICATIONS AND REQUIREMENTS:

Education/Designations:

- Associates Degree preferred
- High School Diploma or G.E.D. required

Experience:

- Previous experience working in an office environment preferred
- Previous facility/office management experience helpful

Technical Skills:

- Proficiency using Microsoft Word, Excel, Outlook and Power Point
- Prior experience using database or company relevant software programs
- Technologically savvy and able to troubleshoot and learn new programs

Other Skills/Requirements:

- Strong customer service skills
- Impeccable attention to detail
- Able to prioritize and manage multiple projects at one time
- Must have valid driver's license, insurance and reliable vehicle
- Exceptional team skills and ability to work in a collaborative environment
- Able to compose grammatically correct and concise written correspondence
- Learning mindset and general curiosity about the position as it relates to the company's vision and purpose

Wallace Properties is committed to developing and maintaining a diverse workforce and strongly believes in equal opportunity extended to all individuals in all aspects of the employment relationship. We offer a competitive salary and benefits package including the following: medical, dental, vision, life insurance, long term disability insurance, paid vacation and sick leave, 401K plan employee assistance program and paid holidays. For additional information about Wallace Properties, please visit our website at www.wallaceproperties.com.

Please submit resumes and salary requirements to info@wallaceproperties.com