



# Great Market LLC

## ADMINISTRATOR JOB DESCRIPTION

### BASIC INFORMATION

Job Title: Administrator	Office Location: Bellevue, WA
Status: Full-Time	Supervisor: Chief Executive Officer

**Great Market LLC** is a real estate investment company that has commercial and residential properties in the greater Puget Sound region. Great Market LLC specializes in acquiring and developing distinctive properties. We also provide EB-5 visa investment opportunities for foreign nationals to fund American commercial development projects through our affiliate company, Propét American Dream.

If you are looking for a challenging and rewarding career in real estate, Great Market LLC is the place for you. You will learn a wide variety of skills in real estate, finance and business as well as make global and local connections. As we are a small startup, you will get valuable, hands-on experience in the real estate industry.

### POSITION DESCRIPTION

The Administrator is responsible for providing comprehensive support to the CEO and Board of Directors, managing property documents, performing property leasing functions and serving as the primary point of contact for internal and external customers. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality.

As Great Market LLC is a startup, the Administrator plays many important roles. This individual will take on a range of responsibilities and work with community partners, government agencies, tenants, property owners, real estate brokers, attorneys and financial institutions. The Administrator is a flexible, motivated, self-starter who works well under pressure, can multi-task, and prioritize projects and tasks at-hand.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Complete a variety of administrative tasks that facilitate the CEO's ability to effectively lead the company**, including: designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with outside parties (for example, financial lenders, property management

company, and real estate affiliates); composing and preparing correspondence; and maintaining contact lists.

- **Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the CEO**, including those of a highly confidential or critical nature. Prioritize and determine appropriate course of action, referral, or response, exercising judgment to reflect CEO's style and company policy.
- **Provide sophisticated calendar management for CEO and keep CEO well-informed of upcoming commitments and responsibilities.** Prioritize inquiries and requests while troubleshooting conflicts; make judgments and recommendations to ensure smooth day-to-day engagements.
- **Research and compile real estate property information** using government websites and other online sources.
- **Organize and manage all paperwork for properties owned by the company.**
- **Create systems and tools to increase efficiency and ensure all operations run smoothly.** Responsibilities include data entry, answering phone calls, systemizing procedures, negotiating lease terms/conditions, marketing, managing client database and effectively communicating with other team members.
- **Manage all aspects of the company's office services.** Select vendors and purchase equipment, services, and supplies necessary for office operations.
- **Coordinate and communicate with the Property Manager** on rent collections, general leasing activities, property maintenance, property appearance and condition.
- **Perform real estate leasing functions** such as take prospective tenants on tours of the building spaces, prepare weekly traffic status reports of building spaces, prepare market reports for comparable spaces within the area, and make recommendations.
- **Provide hospitality to all guests** and help create a welcoming environment.
- **Other projects/duties as assigned** for the overall benefit of the company.

## **QUALIFICATIONS AND EXPERIENCE**

Successful candidates will possess the following qualifications:

- Bachelor's Degree in Communications, English, Geography, Architecture, Construction Management, Urban Planning, Business, or related field.
- Demonstrated project management skills and the ability to be flexible and adaptable in a changing environment, often working under pressure and deadlines.
- Demonstrated writing skills in composing clear, concise, grammatically correct communications to a variety of audiences.
- Possess strong marketing skills – ability to design and edit graphic presentations and materials.
- Must be a very strong verbal and written communicator with expert research and problem-solving skills.
- Ability to complete a high volume of tasks and projects with little or no guidance.
- Able to thrive in an intense, do-it-yourself, start-up environment.
- Exceptional organizational skills and impeccable attention to detail.

- High degree of professionalism in working with diverse groups of people, including board members, financial institution staff, partners, real estate agents, property management staff, and building tenants.
- Able to maintain a high level of integrity and discretion in handling confidential information.
- Expert proficiency in Microsoft Office Suite, Outlook, OneDrive.
- Willing to be flexible with schedule as occasional evening or weekend work may take place.

### **PREFERRED QUALIFICATIONS**

- Experienced in the real estate industry.
- Familiar with government property records systems.
- Familiar with the Puget Sound region.

### **COMPENSATION**

This position is a full-time, exempt position requiring long hours and flexibility in schedule as occasional evening or weekend work may take place. The salary is \$38,000 to \$50,000 annually, depending on experience.

Eligibility for benefits will be the first of the month following 60 days of employment.

Propét American Dream offers the following benefits to full-time staff:

- Medical, dental, and vision insurance with the cost for core employee coverage paid at 100% by the company
- 17 days paid time off (PTO) each year (accrued by pay period)
- 9 paid holidays (8 designated company holidays and 1 day of choice)
- Life Insurance
- Long-term disability insurance
- 401(k) plan with Safe Harbor match

### **HOW TO APPLY**

Applications are accepted until the position is filled. Please send your resume and cover letter to Amy Tseng at [amytseng@propetusa.com](mailto:amytseng@propetusa.com). No phone calls please, only applicants selected for interviews will be contacted. Thank you.

<http://www.propetamericandream.com>