



Propét American Dream

OPERATIONS MANAGER/PROPERTY ADMINISTRATOR JOB DESCRIPTION

BASIC INFORMATION

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

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

If you are looking for a challenging and rewarding career in real estate, Propét American Dream 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 a small startup, you will get valuable, hands-on experience in the real estate business.

POSITION DESCRIPTION

The Operations Manager/Property Administrator is responsible for providing comprehensive support to the CEO and Board of Directors, managing the organization's Bellevue office operations and overseeing real estate property matters. 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 Propét American Dream is a startup, the Operations Manager/Property 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 Operations Manager/Property 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 broad 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 institutions, property management company, and real estate affiliates); composing and preparing correspondence; assisting with special projects; 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. Have a sense for the issues taking place in the environment and keeping the CEO updated.
- **Responsible for the overall daily operations for all real estate matters** including managing tenant relations, coordinating with the Property Manager on rent collections, general leasing activities, property maintenance, property appearance and condition.
- **Perform property management and 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.
- **Create systems and tools to increase efficiency and ensure all operations run smoothly.** Responsibilities include data entry, answering 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.
- **Manage information systems operations including hardware, software, and desktop support.** Provide technical support for TV, computers, printer, router and other equipment malfunction.
- **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:

- 1 to 3 years of related experience in managing projects, scheduling and overseeing real estate matters.
- Practical working knowledge of all aspects of property management operations.
- Ability to compose clear, concise, grammatically correct business correspondence.
- 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.

- Make appropriate, informed decisions regarding priorities and available time.
- Be able to meet deadlines and work under pressure.
- Ability to complete a high volume of tasks and projects with little or no guidance.
- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround.
- Able to maintain a high level of integrity and discretion in handling confidential information.
- Strong marketing skills: ability to design and edit graphic presentations and materials.
- Strong verbal and written communication skills.
- Technical proficiency and problem-solving skills related to IT support and troubleshooting.
- Expert proficiency with Microsoft Office.
- Able to thrive in an intense, do-it-yourself, start-up environment.
- Bilingual in English and Chinese (Mandarin).
- Maintain a flexible schedule as occasional evening or weekend work may take place.

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 Ann Tseng at anntsens@propetusa.com. No phone calls please, only applicants selected for interviews will be contacted. Thank you.

<http://www.propetamericandream.com>