



MELVIN MARK
EST. 1945

JOB POSTING

JOB TITLE: **Property Mgmt. Coordinator**

EXEMPT NON-EXEMPT

DEPARTMENT: **Operations**

SALARY: **DOE**

REPORTS TO: **Sr. Property Mgmt. Coordinator**

POSTED: **November 2023**

ABOUT MELVIN MARK COMPANIES

Melvin Mark Companies has developed, owned, and managed property in Portland since 1945. Along with a current portfolio of more than 3.8 million square feet of commercial space in the Metro area, we also provide a full range of commercial real estate services for landlords and tenants. Our companies include Melvin Mark Capital Group, Melvin Mark Investors, and Melvin Mark Brokerage Company.

We have a respected reputation in the community; we are regarded as both a great place to work and for our philanthropic endeavors. We offer a competitive benefits package which includes medical/dental/vision, professional development, parking, an annual TriMet pass and much, much more! Our employees seem to enjoy being part of the Melvin Mark team. Are you interested in bringing your talents to one of the leading commercial real estate firms in Portland? Be sure to check us out at www.melvinmarkcompanies.com.

JOB SUMMARY

The following job profile is designed to summarize certain essential information about a job or job category. It is not designed to be a comprehensive or detailed task list for any particular job or job category. This job or job category may have individual or multiple incumbents, each of whom may perform somewhat different specific job duties or tasks consistent with the general function of the job. Incumbents may be required to perform duties or support functions other than those listed on this job profile as needed. A job profile may be amended at any time with or without notice.

This administrative position is instrumental in providing constant communication to our tenants, vendors and building staff on a wide range of building issues. They oversee the administrative functions related to the daily operation of our numerous properties while providing administrative and project support for the building management team.

ESSENTIAL FUNCTIONS / PRIMARY RESPONSIBILITIES

Describe the key responsibilities of the job. Include the *essential functions* for which the job is accountable and denote with an asterisk. Essential functions are the core elements of the job which are specific and unique to this position and when removed changes the nature of the job itself.

CUSTOMER SERVICE

- Interacts with our internal and external customers in a professional manner, which is a key component to this job
- Fields requests for information from our tenants, vendors and building staff and researches these requests
- Communicates with all stakeholders on any given topic as it relates to our buildings and tenants
- Effectively works with others to resolve issues in a timely manner
- Assists with tenant maintenance requests

OFFICE SERVICES

- Schedules and coordinates department meeting agendas
- Keeps department files organized
- Supports the Executive VP of Operations, as needed
- Orders various supplies for managers and construction jobs, as necessary

BUILDING OPERATIONS

- Tracks maintenance requests in Yardi and provides reports on building staff activity and responsiveness
- Prepares and sends correspondence to tenants and vendors as directed by the Executive VP of Operations and property management staff
- Coordinates tenant move-in and move-out
- Develops and maintains compliant vendor certificates of insurance through a manual tracking system
- Maintains property documents, spreadsheets, process documentation and overall operations data on the shared drive
- Oversees building access cards/keys and helps to develop and establish new processes for security

CORE COMPETENCIES

Describe the core competencies of this job. Include the *key characteristics or competencies* which are required to achieve success in this job.

1. Must possess a high attention to detail and a desire to help your team achieve established goals
2. We need someone who is extremely conscientious on taking projects from their starting point and seeing them through to completion, while completing all tasks in a timely manner
3. You should be accurate in all assigned tasks
4. Proficiency in managing your worktime and workload is critical to this position
5. Must possess top notch written and verbal communication skills
6. Bring your demonstrated history of developing new procedures and streamlining systems for efficiency
7. Can you juggle a variety of tasks, while being directed by multiple people?
8. Good judgement and the ability to maintain a high-level of confidentiality are essential to this job
9. We want someone that is very professional, and possesses stellar customer service skills
10. Your great problem-solving skills, while remaining calm and centered, will take you far!

KNOWLEDGE / EXPERIENCE / EDUCATIONAL REQUIREMENTS

1. Minimum of at least 2 years' experience working for a property management/construction firm in a similar support role is ideal
2. Intermediate to advanced level experience with Word and Excel
3. Experience working with Yardi is desired
4. CPR certified, is preferred (but don't worry, we provide training)
5. Bachelor's degree preferred

JOB CONDITIONS

This position must be able to remain in a stationary position up to 75% of the time. The job requires constant operation of a computer and other office equipment. Must be able to assess and process large amounts of data using a variety of software applications. This position is not eligible for work-from-home status due to operational needs.

HOW TO APPLY

Please send resumes and cover letters to: **Kim Barnett, VP of Human Resources** at kbarnett@melvinmark.com

(No phone calls, please)

Melvin Mark Companies provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements Melvin Mark Companies complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placements, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Melvin Mark Companies expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.