



Leasing and Administrative Specialist

Work on the waterfront in beautiful Edmonds, Washington! If you're looking for a great job with exceptional benefits – look no further.

The Port of Edmonds manages several facilities across our property, including a marina, dry storage and business park. We strive to provide the best customer service experience in Puget Sound while offering quality facilities and excellent value. We employ a dynamic team and offer a fun work environment.

We are looking for an energetic individual who thrives in a fast-paced work environment and is passionate about providing friendly, meaningful customer service. The Leasing and Administrative Specialist plays a critical role in the day-to-day operations. This person is responsible for property management, lease administration, facilities administration tasks across the Port, and for operating the Harbor Square Leasing Office. The Port has over 50 commercial tenants at its Harbor Square Business Complex, and an additional 8 commercial tenants on the waterfront. This position helps market and oversee these properties. As an exempt role, this position does require some after-hours support for tenants, as needed in case of emergencies.

QUICK FACTS ABOUT THE ROLE

- The position is full-time, exempt.
- This position reports to the Director of Economic Development.
- This position operates the Harbor Square leasing office and supports other commercial properties.
- This position performs lease administration duties such as maintaining tenant lease files, administering leases, marketing the property and facilities, providing monthly rent adjustments and tenant chargebacks, and other activities.
- This position provides facilities administration duties such as administering Harbor Square and other public works contracts, updating Port maintenance plans, and providing project management support.
- This position performs other general administration duties as assigned such as providing back-up support to the Contracts Manager and supporting the Port Executive Team with various strategic goals and action plans.

PAY AND BENEFITS

- Annual Salary \$78,000.
- Medical, dental, vision, and prescription insurance paid up to 100% for the employee and dependents.
- Retirement benefits through Washington State Department of Retirement Systems, PERS.
- Paid vacation and sick leave including 12 paid holidays per year.
- 35k Life insurance with add-on options for low-cost supplemental coverage.
- Flexible benefits plan that includes a Medical Flex Spending Account and Dependent Care options.
- Deferred compensation plans offered through the Washington State Department of Retirement Systems.
- Health and wellness credit for gym or activity memberships.
- Training and education reimbursement plans.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Property Management

- Operate the Harbor Square Leasing Office and support other commercial properties by providing excellent customer service while greeting and assisting visitors, commercial vendors, and tenants.
- Establish and foster positive working relationships with existing and future tenants.
- Respond to and facilitate solutions for all tenant maintenance requests, questions, and inquiries.
- Send tenant communications regarding planned maintenance, closures, and projects.
- Oversee on-going and daily maintenance of Harbor Square and other assigned commercial properties. Be the onsite liaison for the Port maintenance team and the janitorial crew.
- Maintain property keys and provide access to vendors, utility companies, fire department, tenants, etc.
- Support the Director of Economic Development to identify, budget, and execute common area updates and improvements.
- Update and maintain commercial property directories, mailboxes, and emergency manuals.
- Assist Director of Economic Development with quarterly commercial properties reports.

Lease Administration

- Maintain tenant lease files and digital tenant accounts.
- Administer existing leases. Prepare and execute lease amendments on a monthly and as-needed basis.
- Support the Director of Economic Development with the preparation and execution of new leases.
- Provide the Port Administration team with monthly rent adjustments, utility calculations, and tenant charge backs for monthly rent statements.
- Document all lease changes and the monthly occupancy rate.
- Respond to and document all tenant leasing requests, questions, and inquiries.
- Market the property and facilities to prospective tenants.

Facilities Administration

- Administration of Harbor Square public works contracts, and other contracts as requested.
- Create, update, and maintain Port Maintenance plans, maps and spreadsheets.
- Provide monthly maintenance and facilities reporting to the Director of Economic Development.
- Provide project management support to the Director of Facilities and Maintenance and Maintenance Supervisor, as requested.
- Serve as the Port's ADA representative, ensuring compliance with ADA rules and regulations.
- Perform other related duties as required.

General Administration

- Serve as back-up for Port Contract management.
- Working closely with the appropriate members of the Port Executive Team, support various strategic goals and action plans, such as supporting the analysis of maintenance and lease management software programs and supporting the implementation of these programs or other strategic goal action plans, as requested.
- Serve on committees as needed and coordinate various program details.
- Perform other related duties as required.

KNOWLEDGE, SKILLS, ABILITIES:

- **Communication:** Must have strong verbal, written, and interpersonal communication skills. Ability to clearly communicate instructions, ideas, and concepts to a diverse audience. Effective conflict resolution skills.
- **Time Management:** Determine what is urgent and prioritize accordingly. Produce quality work within required timelines. Allow time for the unexpected. Set goals for yourself and your time.
- **Teamwork:** Ability to work well with a diverse group of individuals during conversations, projects, meetings, or other collaborations. This includes the Commissioners, Port leaders, government officials, regulatory agencies, tenants, and the public.
- **Leadership:** Integrate leadership throughout the Port and hold yourself and others accountable. Always maintain professionalism while valuing others' opinions. Determine the source of a problem and find an effective solution. Demonstrate humility and empathy for others. Maintain a high level of integrity, confidentiality, and dependability.
- **Problem Solving:** Use logic, as well as imagination, to make sense of a situation and come up with an intelligent solution. Actively anticipate potential future problems and act to prevent them or to mitigate their effects.
- **Technical Skills:** Strong project management skills, flexible, adaptable, able to prioritize multiple projects and priorities, highly proficient with Microsoft Office suite, Acrobat Adobe, and can learn additional software, including social media and web platforms as needed.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

- Required to sit and/or stand for extended periods of time.
- Required to work at a computer for extended periods of time.
- Required hearing and speaking to exchange information.
- Required to lift, push, or pull objects weighing 25 pounds or less. Able to bend at the waist, reach overhead, above shoulders and horizontally.
- Required to work in a typical office environment.
- Required to work in areas of high customer interaction.
- Dexterity of hands, and fingers to operate a variety of office equipment including computers, printers, copiers, faxes, cash drawers, filing cabinets, etc.

EDUCATION AND EXPERIENCE

- Three or more years of property management experience.
- Bachelor's degree from accredited university or an equivalent combination of education and experience which provides knowledge, skills, and abilities sufficient to successfully perform the essential duties of the job.

HOW TO APPLY

To apply for this position please:

- Complete the online Port of Edmonds application form.
- Upload your cover letter and resume at the end of the online application form. **(required)**

First Review of applications will be February 6th. This position will remain open until filled.