

**Alco Investment Company  
Human Resources  
2958 6th Avenue South  
Seattle, Washington 98134  
(206) 382-7344  
(206) 382-6548 fax**

We will be accepting applications for this job opening only between the opening and closing dates. Individuals who meet all of the requirements will be considered for an interview. Job applications may be filled out in person or online at [www.alaskancopper.com](http://www.alaskancopper.com) and sent via fax or scanned to [jobs@alaskancopper.com](mailto:jobs@alaskancopper.com) when completed.

**Date Posted:** September 10, 2018

**Closing Date:** September 24, 2018

**Job Title:** Lease Administrator

**Pay Rate:** DOE

**Hours of Work:** 7:30 am to 4:00 pm

**Location:** 27402 72<sup>nd</sup> Ave S. Kent, WA 98032

**Job Summary:** This position will prepare and maintain lease records, manage tenant receivables and vendor payables, and provide administrative support to the property management team.

**Requirements to be Considered For Position:**

1. Application must be filled out completely by the Applicant.
2. Meet all of the Required Essential Job Skills/Experience.
3. Willing to comply with company rules and policies.
4. Pass pre-employment drug screen.

**Required Essential Job Skills/Experience:**

1. Proficiency with Microsoft Office suite with advanced Excel skills.
2. Capability of learning new software and operating system.
3. Able to read, write, understand, and communicate fluently in English.
4. Good organizational skills with ability to manage and complete multiple tasks simultaneously.
5. Ability to collaborate effectively and work as part of a team.
6. Strong attention to detail.
7. Ability to prioritize tasks and take ownership of the assignments.

**Required Essential Job Functions/Duties:**

1. Operate Yardi Voyager 7S property management software to input data in property, lease, and vendor accounts. Process transactions pertaining to lease ledgers.
2. Serve as customer service representative to tenants via phone, email, and occasionally in person to provide precise account information. Guide tenants to comply with Alco's company policy and their contractual lease obligations.
3. Coordinate information with Accounting Department to assure the accuracy of lease ledgers (accounts receivable) and vendor ledgers (accounts payable).
4. Maintain lease/property documents and filing systems.
5. Coordinate property management activities between various stakeholders including external Property Management and internal operations. Activities include tenant engagement, lease accounting, lease documentation, ad hoc reporting, and vendor communication.
6. Conduct Commercial Billing by validating monthly charges. Generate and distribute lease statements/invoices, unpaid charge statements, rent schedule change reminders, and other billing correspondence to tenants as a part of collection process.
7. Process late fee charges and communicate with tenants to reinforce payments in compliance with their lease obligations. Maintain the late fee charge report to record aged payable and tenant communication.
8. Audit Work Order transactions to post charge and payable journal entries.
9. Post free rent and write-offs in Yardi.
10. Assist in the month-end closing process, including applying credits for tenant ledgers; rebuilding data in Yardi; validating Tenant Expense payment and charges; and validating lease and security deposit status.
11. Generate, organize, and distribute monthly reports to external property management.
12. Prepare for reporting and agenda for the quarterly Property Management meeting. Document and distribute meeting minutes to follow up team's action items.
13. Input budget data. Prepare for and distribute tenant correspondence, and serve as first-line communicator with tenants.
14. Work with the team to prepare CAM reconciliations following the standard procedure. Prepare for and distribute tenant correspondence. Serve as first-line communicator with tenants.

15. Audit and update area measurements and area maps. Update documents in Yardi and share folders.

**Desirable Job Skills/Experience:**

1. Excellent verbal and written skills.
2. Experience with customer service.
3. Experience or education with property management or real estate investment.
4. Familiar with basic accounting terminology, AR/AP applications, and reporting.
5. Familiar with contracts and related terminology.
6. Experience with Yardi Voyager.
7. Highly motivated to embrace new challenges.

**Other Responsibilities:**

1. Support Operation Managers by creating and distributing tenant notice.
2. Support Property Managers by preparing for lease documents based on the LOI.
3. Support in reviewing and auditing lease documents as a part of due diligence process for acquisitions.
4. Provide technical support of Tenant Portal (Yardi Commercial Café) to tenants.
5. Other duties as assigned.

**Job Accommodations:**

Considered on an individual basis.

**Physical Requirements:**

**1. This position requires the following in an 8-hour workday:**

<u>Total At One Time (Hours)</u>	<u>Total During Entire 8-Hour Day</u>
Standing: 1 to 1 1/2 hours	2 hours
Walking: 10 minutes	Up to 2 hours
Sitting: 1 hour	4-5 hours

**2. Movement of objects and strength required for this job:**

<u>Lifting:</u>	<u>Carrying:</u>
Up to 5 lbs: FREQUENTLY (34-66%)	FREQUENTLY (34-66%)
6-10 lbs: OCCASIONALLY (1-33%)	OCCASIONALLY (1-33%)
11-20 lbs.: OCCASIONALLY (1-33%)	OCCASIONALLY (1-33%)
21-25 lbs.: OCCASIONALLY (1-33%)	OCCASIONALLY (1-33%)
26-50 lbs.: OCCASIONALLY (1-33%)	OCCASIONALLY (1-33%)

51-100 lbs.: NEVER

NEVER

**3. Required repetitive use of hands:**

Simply Grasping: YES  
Fine Manipulating: YES

Pushing & Pulling: NO

**4. Repetitive Actions/Movements Involving the Feet:**

Right Foot: NO  
Both: NO

Left Foot: NO

**5. Worker Positions Required in the Performance of this Job:**

Climbing: OCCASIONALLY ( 1-33%)	Balancing: NEVER
Bending: OCCASIONALLY ( 1-34%)	Stooping: OCCASIONALLY (1-34%)
Kneeling: NEVER	Crouching: OCCASIONALLY (1-34%)
Crawling: NEVER (34-66%)	Reaching: OCCASIONALLY

**6. Sensory Requirements:**

Talking and/or Hearing: YES

Seeing: Acuity:  
Depth Perception: YES  
Field of Vision: YES  
Accommodation: YES  
Color Vision: NO

**7. Environmental Conditions That Are Found in the Work Site:**

PHYSICAL SURROUNDINGS:	<u>X</u>	Inside (75% of time)
	-	Outside (75% of time)
	-	Both (equal amounts)
TEMPERATURE:	<u>X</u>	Cold (enough to cause bodily
discomfort)	<u>X</u>	Hot (enough to cause bodily
discomfort)	<u>X</u>	Variations (sufficient to cause
bodily		reactions)
WET:	<u>X</u>	Contact with water and/or other
liquids		
HUMID:	-	Moisture content sufficient to
cause		bodily discomfort
NOISE:	<u>X</u>	Sufficient to require hearing
protection		

VIBRATION:	<u>-</u>	Sufficient to cause repeated motion or continuous shock
HAZARDS:	<u>X</u>	Risk of bodily injury present
FUMES:	<u>-</u>	Smoke or vapors resulting from combustion or chemical reaction
ODORS:	<u>X</u>	Toxic or non-toxic smells
TOXIC CONDITIONS:	<u>-</u>	Exposure to disabling fumes, dusts, gases, vapors, mists or liquids that may cause bodily harm.
DUST:	<u>X</u>	Small particulates that may cause occupational disease
POOR VENTILATION:	<u>X</u>	Exposure to drafts or insufficient movement of air