POSITION TITLE: Administrator- Commercial Leasing Department

REVISED: April 2021

GRADE: (H)

FLSA STATUS: Exempt

REPORTS TO: Commercial Property Portfolio Manager

PIKE PLACE MARKET BACKGROUND:
The Pike Place Market Preservation and Development Authority (PDA) is a non-profit public corporation chartered by the City of Seattle in 1973 to develop, own and operate most of the properties in the nine-acre Pike Place Market Historical District. The PDA is landlord to 170 craftspeople, 120 farmers, 275 residential tenants, and approximately 225 year-round commercial businesses in 12 buildings. The Commercial Property Management Department is responsible for all aspects of commercial lease administration and tenant relations. Property Management staff are involved as advocates for tenant and Market interests with other agencies and downtown area groups.

Summary of Responsibilities:
Under general supervision of the Commercial Property Portfolio Manager, the Lease Administrator is responsible for direct day-to-day administrative duties; provides administrative and project management support for a variety of property management initiatives; and assumes responsibility for general Commercial Property and event room functions.

Essential Functions:
• Required to maintain professional written and verbal communication skills and relationships with all commercial tenants and PDA staff
• Perform a full range of property management and lease administration responsibilities. Assumes lead responsibility for all commercial lease data input into Yardi Property Management system and follow-up on property management terms and collections with tenants and property management staff.
• Monitor and inform Property Manager of monthly lease option renewals, holdovers, terminations and rent increases and make adjustments to tenant Yardi accounts and send adjustment letters to tenants as necessary
• Monitor and follow-up on commercial tenant compliance for sales reporting, delinquent rents, and insurance requirements, make initial collection calls, send out notices and keep Property Manager informed of status
• Edit and update monthly CPI table data in Yardi
• Monitor lease-line phone calls and lease e-mails and respond to questions and requests
• Track all incoming applications; pre-qualify new tenant applicants, and report new applications with pre-qualification summary
• File applications and send out response letter for denied or on-hold applicants
• Prepare initial draft of term and month-to-month lease documents using Lease Summary
terms for Property Manager and track document through execution in order to complete
filing procedures.
• Set-up new tenant accounts and existing tenant amendments in Yardi
• Responsible utility accounts to include set-up and close-out of tenant accounts with Priority
billing including monitoring delinquencies, sending out notices and making adjustments; and
for the receipt of manual electrical and gas reads from PDA maintenance staff and for
billing tenant accounts.
• Prepare letters and account adjustments for move-in and move-out
• Order tenant directory signage for appropriate building directory style.
• Monitor and enter hood cleaning schedules into Yardi and send out reminders
• Initiate and respond to routine correspondence
• Responsible for general Property Management Department functions, such as:
  - Maintain commercial lease files and department administrative files including preparation of
    files and filing documents consistent with the file structure
  - Scan and save original leases, lease summaries and MHC certificates to tenant electronic
    files in a consistent manner and send fully executed copy to tenant
  - Organize and maintain tracking system for check-in and check-out of keys to vacant units
  - Prepare agendas and assemble meeting packets
  - Prepare routine reports and Excel spreadsheets
  - Update and maintain Commercial application data base and general department
    databases
  - Coordinate PDA event rooms scheduling, billing and minor set-up
  - Perform other duties as assigned

Minimum Qualifications:

• Two years of related college coursework required. AA B.S. or B.A. preferred.
• Three years of progressively responsible experience administration. Experience in a real
  estate environment a plus.
• Experience working with boards, committees and/or public regulatory bodies desired.
• Strong public speaking and written communication skills and attention to detail. Ability to
  explain complex rules and regulations while communicating effectively with diverse groups.
• Advanced math skills and proficiency in MS Word, Excel, Outlook and property
  management software required. Yardi property management software preferred.

Work Environment and Physical Demands:
Work is performed in an office setting which is non-smoking, and is subject to temperature
variances due to western exposure and non-centralized heating system. Work environment is
fast-paced and requires the ability to work under pressure with autonomy. Position requires the
ability to use computers, calculator, e-mail, fax machine, and telephone. Position requires the
ability to conduct site visits throughout commercial property managed by the PDA, including
use of stairs and entry to restricted or confined spaces, and requires the individual to be
ambulatory. Some flexibility in working hours is required to complete time-sensitive projects or
attend meetings that may extend to 6:30 p.m.

The Pike Place Market PDA is an equal opportunity employer and encourages applications from
persons of diverse backgrounds and perspectives.