



**CAREER OPPORTUNITY - ADMINISTRATIVE ASSISTANT / TENANT SERVICES COORDINATOR**

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DivcoWest is a vertically-integrated operator, owner, developer and real estate partner to the innovation economy. DivcoWest has corporate offices in San Francisco, Los Angeles, Boston, Washington, DC and New York as well as numerous property management locations across the United States. Since its inception, DivcoWest and its predecessor have acquired more than 42.9 million square feet of commercial space - primarily throughout the United States. DivcoWest has a longstanding history of investing primarily in properties that serve the innovation markets of the economy, seeking to capitalize on DivcoWest's extensive network of relationships within the markets for which the company has served over the last 25+ years. DivcoWest's real estate portfolio currently includes existing and development properties consisting of office, R&D, lab, industrial, retail and multifamily.

DivcoWest prides itself on its progressive attitude towards technology and innovation. It not only serves as a landlord to technology tenants, but is also a strong proponent of proptech and has incorporated cutting edge technology in all aspects of its business. DivcoWest is also an investor in various real estate related technology ventures.

DivcoWest is expanding its portfolio and is seeking an Administrative Assistant / Tenant Services Coordinator to join our team located in the San Francisco Bay Area, specially the Peninsula. This is a position that can offer the right candidate a wide range of responsibilities.

**Your responsibilities will include, but are not limited to the following:**

**Property Administrative Functions**

- Operate CISCO multi-line phone system effectively. Screen and/or forward calls to appropriate staff.
- Welcome visitors and clients in a professional, courteous and helpful manner.
- Act as liaison between tenants and APM/SPM for property related issues.
- Enter Work Orders in Building Engines system. Dispatch/assign work orders accordingly and close-out in a timely manner.
- Draft tenant memos and letters.
- Review and manage Certificates of Insurance for vendors and tenants.
- At the direction of the Property Manager, visit tenants for any tenant related issues i.e. janitorial, pest control, etc.

**Accounts Payable Functions**

- Scan, enter and code invoices in Nexus invoice processing system.
- Follow up with vendors regarding invoice payment status.
- W9 set-up.
- Obtain all necessary documents for payment of TI reimbursement and capital invoices.

**Accounts Receivable Functions**

- Responsible for tenant billbacks and generate invoices.
- Assist APM with manual Tenant Adjustment Memo.

**General Functions**

- Assist Property Managers with monthly re-classes and accruals.
- Schedule any maintenance required for office machines and computers.
- Order office and building supplies, business cards and stationery.
- Arrange courier, reprographics retrieval pick-ups.

- Order hospitality supplies and keep a well-stocked kitchen/refrigerator.

**Qualifications / Education / Requirements:**

- High school diploma or a General Equivalency Diploma (GED).
- 2 years administrative, clerical, accounting or tenant services/customer relations experience.
- Prior experience working in the property management, commercial real estate, or financial services industries preferred.
- MRI, Building Engines and Nexus or similar systems experience preferred.
- Understanding of general accounting and financing is a plus.
- Working knowledge of accounts payables, receivables, and expenditure is desired.
- Experience with data entry, basic reporting, filing, answering phones, scheduling, excellent verbal and written communications skills are a must.
- Great telephone skills; pleasant and courteous; excellent customer service.
- Present a professional, positive image that reflects well with the organization.
- Reliable and punctual.
- Excellent computer skills, including proficiency in Microsoft Office Products (Excel, Word, Outlook and PowerPoint).
- Ability to work independently and within a team to build relationships and interact effectively with all members of the company.
- Ability to multi-task, work successfully under pressure, and effectively prioritize and manage time and workload to meet property and client needs.
- A desire to work within a diverse, collaborative, and professional environment.

The above job description is intended to communicate the general function of the mentioned position and by no means shall be considered an exhaustive or complete outline of the specific tasks and functions that will be required. Divco reserves the right to change job descriptions, site assignments, and or work hours as required by the needs of the program. All employees are expected to perform their duties within their ability as required by the job and/or as requested by management.

DivcoWest is an Equal Opportunity Employer. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

Interested candidates should send their resumes to [jobs@divcowest.com](mailto:jobs@divcowest.com)