

## Posting Period

April 29, 2016 –  
Open Until Filled

## Compensation

Starting salary range is  
\$4,130/mo - \$5,368/mo

\*represents min to mid of range.

## Benefits

This position offers an excellent benefits package, including coverage for medical, prescription, dental and vision.

## FLSA Status

Non-Represented  
(Non-Exempt)

## Department

Real Estate

## Reports To

Director, Real Estate



For question or inquiries, please  
contact the Human Resources  
Department at

[hr@portoftacoma.com](mailto:hr@portoftacoma.com)



[www.portoftacoma.com](http://www.portoftacoma.com)

## Job Summary

This position is responsible for providing professional and technical support to the Real Estate Department including but not limited to presentation development, Real Estate document development and review, and processing of utility billings. The Real Estate Specialist will also be responsible for supporting the development of Port leases, purchase/sale agreements and other related documents to include the timely review and delivery of completed document sets to meet the business requirements of property leasing, purchase and sales efforts of the Port. Assist and advise the Director on matters relating to real estate documents and project development. The incumbent will also act as the back-up to other staff in the department and provide general administrative and technical support as needed.

## Primary Functions

- Responsible for supporting the accurate and timely preparation of port leases, purchase/sale and rental agreements and other related documents to include the timely review and delivery of completed document sets to meet the business requirements of property leasing. Maintains accurate document files and records. Advises the Director on matters related to the preparation and organization of the documents.
- Participates in billing functions with the primary responsibility for the timely and accurate collection and processing of utility payments.
- Participates in tenant communications and correspondence through utilizing and maintaining strong customer service and communication skills with a high level of professionalism. Serves as the first point-of-contact for phone calls or inquiries for the department.
- Completes move in/move out inspections and/or lease invoices and marketing functions to support and cover other staff in the department.
- Supports the preparation of presentations; produces monthly/quarterly reports; inputs lease information in real estate property management system.
- Provides general administrative, professional and technical support to Real Estate and the broader Commercial Team on special projects/or tasks.

## Required Experience and Education

Bachelor's Degree in Business, Marketing, Finance, or related field. Courses in math, English/written communication, statistical analysis, accounting, contract management, leasing and/or real estate are highly desirable.

Minimum of three (3) years of experience providing high level professional and technical duties in a marketing, customer service, sales, commercial, or business development environment or related. Must have proven experience in the use of Microsoft Outlook, PowerPoint, Publisher, Excel and Word. Experience must also include interfacing with customers. Specific experience in real estate is highly desirable. Working with legal documents and specific experience in records management is also preferred.

# Real Estate Specialist– Recruitment #317

## Ideal Candidate

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This position requires the ability to read and proof legal documents as well as excellent grammar and writing skills, phone skills and the ability to maintain a high degree of confidentiality. The ideal candidate will possess strong customer service and interpersonal skills. It is extremely critical that the successful candidate be detail oriented, possess good problem solving skills and exhibit the ability to work collaboratively in teams and independently. Energy and enthusiasm along with a learning attitude and a desire to continually seek development is a characteristic trait that is highly desirable. Punctuality and good attendance is also required.

This individual must demonstrate a caring customer service attitude, a strong commitment to operational excellence and be able to display behaviors and a commitment to the organization's core values. We value an individual who also brings an impeccable work ethic, is honest and models a high level of integrity. The Port of Tacoma wants candidates who display enthusiasm, energy and a drive to succeed. Under the direction of the Chief Executive Officer the organization's culture is built on the following values: Integrity, Customer Service, Competitive Spirit, Courage, Sustainability and Collaboration. The alliance seeks candidates who can align and model these values both internally and externally and understand what it means to carry out these values in their everyday work.

## Benefits

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As an employer of choice, the Port is proud to offer an excellent benefits package. This includes medical, prescription, vision and dental with no out of pocket employee premiums and full coverage for employee, spouse and all eligible dependents. In addition, the Port also offers vacation, twelve paid holidays, sick leave, bereavement leave, participation in the Washington State Public Employees' Retirement System (PERS) and a Port-funded Voluntary Employee Beneficiary Association (VEBA) account for out-of-pocket health related expenses for employees and their eligible dependents. The Port's excellent benefits package is valued between 45%-55% of base salary. Other excellent benefits are also available.

## Employment Eligibility

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In accordance with the Immigration Control and Reform Act of 1986, all persons offered employment must provide acceptable proof of identity and authorization to work in the United States. Proof will be required prior to employment.

**The successful candidate must possess (or obtain within 30 days of employment) a valid driver's license. Candidate must be able to successfully complete a post-offer substance abuse test (includes both drug and alcohol) and background investigation. Candidate must also be able to obtain/maintain a Transportation Worker Identification Credential (TWIC), which is a program managed by the Department of Homeland Security (DHS). Information on this program can be viewed [here](#).**

## Application Process

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All applicants **must** complete a Port of Tacoma application online at <https://careers.portoftacoma.com>. All applications must be submitted on or prior to the closing date. **Only applications meeting the qualifications based on the information provided may be considered for interview.**

***THE PORT OF TACOMA IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO PROMOTING AND ENCOURAGING DIVERSITY IN THE WORKPLACE.***

