



**Company:** Tarragon L.L.C.  
**Position:** Administrative Assistant/Assistant Office Manager  
**Reports To:** Executive Assistant  
**FLSA Status:** Exempt/Salary  
**Position Location:** Seattle, Washington

#### **POSITION SUMMARY:**

The Administrative Assistant/Assistant Office Manager will help the Executive Assistant with overall basic office functions, provide administrative support to the development team and assist with the planning and coordination of all company events. The ideal candidate sees value and potential in the smallest of tasks, can visualize the big picture, and is thoughtful in their work approach. Will need to demonstrate a positive, energetic, "can-do" attitude, with strong organizational skills, and the ability to work independently and prioritize projects.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The Administrative Assistant/Assistant Office Manager job responsibilities shall include, but not be limited to, the following:

- Provide overall support to the Executive Assistant and select members of the development team.
- Assists in the preparation of monthly expense reports and completes monthly corporate card reconciliation as needed.
- Helps manage and oversee the Front Desk Coordinator with miscellaneous office functions.
- Handles correspondence; drafts letters, memos, and documents. Proofreads copies for spelling and grammar and makes appropriate corrections. Responsible for accuracy of final copy and consistent use of Company branding and formatting.
- Exercises discretion and independent judgment with respect to confidential matters for the Company.
- Screens incoming calls and correspondence and responds independently when possible.
- Leads development team in completion of quarterly and annual reporting. Distributes schedule for drafting and finalizing reports, creates report templates and proofreads all drafts for grammar and formatting. Ensures reports are completed in a timely manner.
- Orders aerial photos for development projects on a quarterly basis.
- Creates and maintains database and spreadsheet files.
- Renews and registers company's memberships for industry organizations.
- Provides back-up support for phones.
- Fills in for Front Desk Coordinator and Executive Assistant during vacation or sick days.
- Assumes additional responsibilities and performs special projects as needed.
- Other duties as assigned.



### REQUIRED EXPERIENCE AND ABILITIES:

The following summarizes a few of the successful candidate's personal characteristics:

- Bachelor's Degree preferred.
- 2 to 4 years of relevant administrative/project related experience.
- Highly proficient in Microsoft Office products.

### CORE COMPETENCIES:

- Detail oriented
- Highly organized
- Ability to prioritize projects
- Active listener
- Customer oriented
- Self-management
- Collaborative team player
- Strong written & verbal communication skills
- Multitasking
- Stress management
- Strong objective thinking
- Proactive thinking
- Results oriented & accountable
- Professional in all interactions

### HOW TO APPLY:

If you are interested in being considered for this position, please submit the following materials to [info@tarragon.com](mailto:info@tarragon.com):

- Resume
- Cover letter

*We are an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, sexual orientation or gender identity, marital or veteran status, or any other legally protected status.*