



Company: Tarragon L.L.C.
Position: Front Desk Coordinator
Reports To: Director of Operations/Office Manager
Classification: Exempt
Salary Range: \$25 - \$31/hour DOE
Position Location: Seattle, Washington

POSITION SUMMARY:

The Front Desk Coordinator position will be responsible for providing general office support and overseeing day-to-day operations to keep the office running smoothly and efficiently. Primary responsibilities include answering incoming calls, greeting guests, coordinating office operations and providing administrative support as needed. Work hours are Monday through Friday 8:00 am to 5:00 pm. ***This is an on-site position and not eligible for remote work***

POSITION RESPONSIBILITIES:

The Front Desk Coordinator's job responsibilities shall include, but not be limited to, the following:

- Answer incoming telephone calls, determine the purpose of callers, and forward calls to appropriate personnel or department.
- Take and deliver messages or transfers calls to voicemail when appropriate personnel are unavailable.
- Retrieves messages from voicemail and forwards them to appropriate personnel.
- Provides miscellaneous administrative support to the office as needed.
- Answers questions and company email inquiries about the organization and provides callers/senders with addresses, directions, and other information.
- Assist in ordering aerial photos for development projects on a quarterly basis.
- Welcomes guests and announces visitors to appropriate personnel.
- Updates conference room calendars and helps resolve scheduling conflicts.
- Receives, sorts, processes, and routes ingoing and outgoing mail.
- Coordinates pick-up and delivery of express mail services (i.e. FedEx, UPS, and courier services).
- Routes invoices to appropriate parties.
- Maintains copier equipment, including replenishing paper and toner and schedules maintenance/repairs as necessary.
- Maintains and orders office and kitchen supplies.
- Monitors and orders office snacks.
- Assists with printing and copying of documents as requested.
- Maintains conference rooms and kitchen areas to ensure they are always clean and presentable. Includes preparing coffee, loading/unloading dishwasher, and restocking kitchen supplies daily. Tidies conference rooms immediately after meetings.
- Assist the Director of Operations/Office Manager with miscellaneous projects on an as-need basis.
- Assist with Visa reconciliation for Director of Operations / Office Manager.
- Assist Accounting with weekly check mailings.



REQUIRED EXPERIENCE AND ABILITIES:

A successful candidate will possess the following experience and attributes:

- Two (2) or more years of experience working in a fast-paced office environment preferred.
- Bachelor's Degree preferred.
- Proficient in Microsoft Office suite.
- Basic knowledge of clerical duties, such as filing, photocopying and collating.
- Excellent written and verbal communication skills.
- Self-motivated, proactive, and capable of problem solving independently.
- Detail-oriented and organized, and able to effectively prioritize and follow through on tasks.
- Ability to manage multiple priorities while maintaining accuracy and attention to detail.

WHY WORK FOR US:

- Health Insurance including Dental & Vision Insurance + FSA
- 401(k) Retirement Plan with Company Match
- Competitive salary
- Orca Card
- Life Insurance
- Long-term Disability Insurance
- Great company for career progression
- Paid Time Off including Sick Days and Holidays
- Paid training and continuing professional education reimbursement - subject to prior approval.

HOW TO APPLY:

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

- Cover letter
- Resume
- References

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.