MELVIN MARK
EST. 1945

JOB POSTING

JOB TITLE: **Property Mgmt. Coordinator** ☐ **EXEMPT** ☒ **NON-EXEMPT**
DEPARTMENT: **Operations** SALARY: **DOE**
REPORTS TO **Operations Manager** POSTED: **2026**

ABOUT MELVIN MARK COMPANIES

Melvin Mark Companies has developed, owned, and managed property in Portland since 1945. Along with a current portfolio of almost 4 million square feet of commercial space in the Metro area, we also provide a full range of commercial real estate services for landlords and tenants. Our companies include Melvin Mark Capital Group, Melvin Mark Investors, and Melvin Mark Brokerage Company.

We have a respected reputation in the community; we are regarded as both a great place to work and for our philanthropic endeavors. We offer a competitive benefits package which includes medical/dental/vision, professional development, parking, an annual TriMet pass and much, much more! Our employees seem to enjoy being part of the Melvin Mark team. Are you interested in bringing your talents to one of the leading commercial real estate firms in Portland? Be sure to check us out at www.melvinmarkcompanies.com.

JOB SUMMARY

The following job profile is designed to summarize certain essential information about a job or job category. It is not designed to be a comprehensive or detailed task list for any particular job or job category. This job or job category may have individual or multiple incumbents, each of whom may perform somewhat different specific job duties or tasks consistent with the general function of the job. Incumbents may be required to perform duties or support functions other than those listed on this job profile as needed. A job profile may be amended at any time with or without notice.

This position provides essential administrative, operational, and customer service support to the Operations and Property Management teams and serves as a key point of contact for tenants, vendors, and building staff, ensuring smooth daily operations across multiple properties.

ESSENTIAL FUNCTIONS / PRIMARY RESPONSIBILITES

Describe the key responsibilities of the job. Include the *essential functions* for which the job is accountable and denoted with an asterisk. Essential functions are the core elements of the job which are specific and unique to this position and when removed changes the nature of the job itself.

Tenant Relations & Property Administration

- Serve as a primary point of contact for tenant, vendor, and building staff inquiries
- Coordinate tenant move-ins and move-outs
- Assist with onboarding and/or terminating properties
- Respond to and coordinate tenant maintenance requests, as necessary
- Prepare and distribute correspondence to tenants, vendors and internal stakeholders as directed
- Administer the annual Tenant Survey
- Plan and execute tenant events
- Maintain property documents, spreadsheets, and process documentation on the shared drive
- Assist with issue resolution in coordination with Operations and Property Management
- Collaborate effectively with internal teams to resolve issues in a timely manner

Operations & Vendor Coordination

- Track maintenance requests in Yardi and provide reports on building staff activity and responsiveness
- Coordinate vendors as directed and oversee performance to ensure compliance
- Assist with executing and maintaining vendor contracts
- Develop and maintain compliant vendor certificates of insurance
- Process construction paperwork and track construction jobs in Yardi
- Order supplies for managers and construction projects as needed

Administrative & Departmental Support

- Perform duties under the direction of the Executive VP of Operations and Property Management staff
- Schedule and coordinate department meetings, including agenda preparation
- Provide back-up coverage for Operations staff, including front desk and general office support
- Participate in cross-training and other departmental support activities as needed
- Oversee building access cards and keys and assist with developing security processes
- Assist with building emergency drills, meetings, and overall emergency preparedness
- Assist with organizing weekly on-call personnel schedules and related data
- Keep department files organized and up to date

CORE COMPETENCIES

Describe the core competencies of this job. Include the *key characteristics or competencies* which are required to achieve success in this job.

- Should have a professional demeanor and attitude
- We appreciate individuals that value the importance of great customer service
- Our ideal candidate should know how to write and verbally communicate in a professional manner
- Possess the ability to remain calm and solution-focused under pressure
- We need someone with strong organizational and multitasking skills
- Sound judgement and ability to maintain confidentiality is a must
- We appreciate individuals with a high attention to detail and accountability
- This individual should have effective time and workload management skills

KNOWLEDGE / EXPERIENCE / EDUCATIONAL REQUIREMENTS

- Minimum of 2 years' experience in property management
- Intermediate to advanced proficiency in Word and Excel
- Experience using Yardi or similar property management software
- CPR certification required (training provided)
- Bachelor's degree preferred

JOB CONDITIONS

This position must be able to remain in a stationary position up to 75% of the time. The job requires constant operation of a computer and other office equipment. Must be able to assess and process large amounts of data using a variety of software applications.

All building staff may be subjected to a separate security clearance/background check by Federal, State or Municipal tenants.

HOW TO APPLY

Please send resumes and cover letters to:

Kim Barnett, VP of Human Resources
kbarnett@melvinmark.com
(No phone calls, please)

Melvin Mark Companies provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Melvin Mark Companies complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placements, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Melvin Mark Companies expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.