



**Company:** Tarragon L.L.C.  
**Position:** Front Desk Coordinator  
**Reports To:** Director of Operations/Office Manager  
**Classification:** Exempt  
**Position Location:** Seattle, Washington

**POSITION SUMMARY:**

The Front Desk Coordinator position will be responsible for providing general office support and will oversee day-to-day tasks to keep the office running smoothly. Job functions include answering incoming calls, providing administrative support as needed and greeting guests. Days and hours of work are Monday through Friday 8:00 am to 5:00 pm. **\*Position is not remote\***

**POSITION RESPONSIBILITIES:**

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

- Answer incoming telephone calls, determine purpose of callers, and forward calls to appropriate personnel or department.
- Takes and delivers messages or transfers calls to voicemail when appropriate personnel are unavailable.
- Retrieves messages from voicemail and forwards message to appropriate personnel.
- Provides miscellaneous administrative support to the office on an as needed basis.
- Answers questions and company email inquiries about the organization and provides callers/senders with address, 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).
- Routes invoices to appropriate parties.
- Maintains office vendor accounts.
- Maintains inventory of technical equipment. Creates service requests for technical equipment within shared spaces as needed.
- Maintains copier and fax machines. Refills copiers with paper and toner as needed. Schedules maintenance/repairs as necessary.
- Maintains and orders office and kitchen supplies.
- Monitors and orders office snacks and beverages.
- Assists with printing and scanning of documents as requested.
- Maintains conference rooms and kitchen areas to ensure they are always clean and presentable. This includes preparing coffee, loading/unloading dishwasher, and restocking kitchen supplies daily. Tidies conference rooms immediately after meetings.
- Assures cleanliness of all appliances to protect the health and safety of employees and guests.
- Assists Director of Operations/Office Manager with miscellaneous projects on an as need basis.
- Helps with the coordination of all company events.

**REQUIRED EXPERIENCE AND ABILITIES:**

A successful candidate will possess the following experience and attributes:

- 2+ years of experience working in a fast-paced office environment preferred.



- Bachelor's Degree preferred.
- Proficient in Microsoft Office products.
- Basic knowledge of clerical duties, such as filing, photocopying, and collating.
- Excellent written and verbal communication skills.
- Self-motivated, proactive, and able to problem-solve.
- Detail-oriented and organized with the ability to follow up.

**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](mailto:info@tarragon.com):

- Cover letter
- Resume

*Tarragon will require all employees to be vaccinated against COVID-19. This requirement extends to all exempt and nonexempt employees. Proof of full COVID-19 vaccination by time of hire is a condition of employment – not a condition of applying or interviewing for jobs with Tarragon.*

*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.*