



Position Title: Property and Contract Specialist
Cost Center: Administration
Reports To: Senior Manager
FLSA Status: Exempt
Effective Date: 01/01/2015

Position Summary: Assists with the administration and management of Parker Ranch facilities, leases, land projects, contracts and staff. Requires minimum supervision, exercising independent judgment, executing and developing solutions to issues, and diplomatically implementing decisions made by management team.

Company Expectation of Employee:

- Adheres to all company policies and procedures.
- Is committed to the company values and serves as a role model within and outside the company.
- Performs duties as workload necessitates on a timely basis.
- Maintains a positive and respectful attitude.
- Communicates regularly and as needed with supervisor and management team.
- Demonstrates flexible and efficient time management, ability to prioritize workload, and work independently without constant supervision.
- Consistently reports to work on time prepared to perform the duties as required.
- Meets department productivity and efficiency standards.

Essential Duties & Responsibilities:

- Administer and manage all commercial and residential properties.
- Manage & schedule property & building maintenance projects as required.
- Maintain and update Land Asset Management (GIS program) and Land Database System for sales, purchases, consolidations/re-subdivisions, ownerships/changes, and acreage changes for annual RPT assessment.
- Manage & maintain all property, lease, and contract files and records.
- Responsible for maintenance and action on Hawaii One Call tickets for Parker Ranch and Waimea Wastewater Treatment Plant.
- Maintain reservation system for commercial use of Ranch facilities and assists with access permits process.
- Provides, maintains and coordinates land license agreements and access permits with all contractors.
- Prepares annual accounting audit reconciliation of residential, commercial accounts (as requested).
- Manage, update and procure landscape and building contract services for Ranch facilities.
- Assists in project development planning, research, and implementation.
- Assist with preparing budget.
- Assist with Key/Lock Management & access control for HQ facility.
- Develop and maintain job operating procedure manual.

- Assist with internal and external communications. Initiate, coordinate, and administer communication materials including planning, scheduling production, publication development, layouts, writing, research, editing, printing and distribution of newsletters, brochures, advertisements, displays, presentations, feature articles, flyers, surveys & reports as requested.

Other Duties:

- Assist with special events and set-up of regular meetings
- Functions as the administrator for accounting software.
- Attend Community Meetings as required.
- Assist with front desk and visitor inquiries as needed.
- Perform other duties as assigned.

Personal Development:

- Attend all required in-house education & training programs.
- Participate in continuing education activities.

Qualification/Requirements:

- Has working knowledge of real estate management, landlord tenant codes, laws and compliance issues.
- Ability to locate a specific tract of property from legal description and county maps.
- Maintain working knowledge of industry trends for all Ranch divisions.
- Must have knowledge of a variety of computer software applications in graphics, desktop publishing, web page design, word processing, spreadsheets and database. (Microsoft Office and Quick Books Enterprise).
- Clear written and verbal communications.
- Good spelling & grammar skills.
- Knowledgeable of company policies and procedures, and standard office practices and procedures.
- Multi-task orientated.
- Excellent time management and organizational skills.
- Excellent attention to detail.
- Able to maintain confidential information.
- Consistently work in a positive and cooperative manner with fellow team members.

Special Requirements:

Must have high level of interpersonal skills to handle sensitive and confidential situations. Work requires frequent contact with employees at all levels and the public. Position continually requires demonstrated poise, tact and diplomacy. Work requires continual attention to detail in composing, data entry, typing and proofing materials, establishing priorities and meeting deadlines. Must be able to work in a fast-paced environment with demonstrated ability to juggle multiple tasks and demands.

Machines and Equipment Used: Computer, printer, typewriter, calculator, scanner, multi-line telephone system, digital camera, two-way radio, fax machine, photocopier, postage meter and laminator and cell phone.

Physical Demands/Working Conditions:

The physical demands & work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Employee may be required to work extended periods of time at a video display terminal (VDT).

Employee will be required to work at any designated company facility and be responsible for his or her own transportation. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

Education/Training:

- Bachelor's degree (B.A.) or equivalent; five or more years of related work experience in a related field or equivalent combination of education and experience.

Beneficial Skills and Experience:

- GIS software
- Real Estate experience
- Customer Service.