



Pope Resources  
A Limited Partnership

## JOB POSTING

**TITLE: Administrative Assistant**

**DATE: December 6, 2018**

**REPORTS TO: Manager, Land Records & Contracts**

**FT/PT: Flexible Schedule (30+ hrs/wk)**

**DEPARTMENT / AREA: Poulsbo, WA**

**CLOSE: until hire**

### **OVERVIEW:**

Olympic Resource Management, a subsidiary of Pope Resources, is a dynamic and growing timber and real estate company in the Pacific Northwest. This is an exciting opportunity to join a small office of dedicated, highly engaged people who genuinely enjoy what they do. This position provides organizational and administrative support to the lands records and contracts function of the business and back up support to the VP of Timber Operations. Motivated individuals will have opportunities to learn and grow within the position. Hours may fluctuate depending upon work load.

### **ESSENTIAL FUNCTIONS:**

#### **Update Land Records system including contracts, agreements and permanent legal documents:**

- Scan and index real estate transaction documents to document management system.
- Update parcel ownership / tax database on a frequent basis to ensure accuracy.
- Track receipt of notices of change in property assessed values, enter in database, determine percentage change in value.
- Track receipt of property tax statements, scan, validate indexing and make error corrections if needed, run reports to ensure property tax bills are correct, and create check requests.
- Handle general file setup and organization in accordance with records retention policy.
- Assist with miscellaneous research projects regarding land records ownership.

#### **As needed - provide administrative support to VP, Timberland Operations:**

- Handle some reporting, processing and archiving for department
- Create/proofread correspondence - proofread financial reports, presentations, and other documents.
- Coordinate travel arrangements; schedule and prepare for meetings.

### **CORE COMPETENCIES / EDUCATION REQUIREMENTS:**

AA Degree in Business or Paralegal certificate (or equivalent experience) with at least two years of administrative support experience including scheduling, records and database management.

A general knowledge of real estate transactions and documents preferred.

Excellent written and verbal communication.

Strong attention to detail a must. Computer skills: Word, PowerPoint, Excel, Access, Adobe Acrobat.

### **APPLICATION PROCESS:**

We offer a competitive benefits package including medical, dental, and vision coverage, flexible spending accounts, short- and long-term disability, life insurance, 401(k) with company match and participation in bonus program as well as a generous paid time off benefits program. If you are interested in joining an organization that values integrity, collaboration and resourcefulness and is passionate about its mission, send your resume and cover letter to [jobs@orminc.com](mailto:jobs@orminc.com).

*Olympic Resources Management is proud to be an equal opportunity employer*