



Part-Time Front Desk Representative (Kirkland, WA)

First Western Properties is the premier retail-focused commercial real estate company in the Northwest. Since founded in 1979, First Western Properties has grown to become a full service commercial real estate brokerage and property management company that serves the greater Pacific Northwest region with offices in Kirkland, Seattle, Tacoma, and Portland.

First Western Properties' Kirkland office is seeking a Part-Time Front Desk Representative who thrives in a collaborative environment. This role serves as the first point of contact for clients, visitors, and vendors while supporting the day-to-day administrative needs of the office. The ideal candidate is professional, organized, friendly, and committed to providing excellent customer service.

The ideal candidate will have experience working in a fast-paced and deadline driven office environment. The candidate must be organized and pays great attention to detail with experience answering phones, top-notch customer service, and maintaining office information. This position is based in our Kirkland office and will be for 20-30 hours a week.

Responsibilities: -

- Create a welcoming and professional experience for clients, visitors, and vendors.
- Answer and direct incoming phone calls and manage the office voicemail system.
- Receive and distribute mail, packages, and deliveries.
- Prepare outgoing mail and coordinate shipping needs.
- Maintain conference room schedules and meeting spaces.
- Keep reception and common areas organized and presentable.
- Monitor office inventory and order supplies, snacks, and beverages as needed.
- Coordinate with building management, vendors, and janitorial services.
- Assist with filing, scanning, data entry, and general administrative tasks.
- Maintain office records and directories.
- Assist with document preparation and other office support projects as assigned.

Desired Qualities:

- Excellent customer service and interpersonal skills.
- Professional and friendly phone etiquette.
- Strong organizational skills and attention to detail.
- Ability to prioritize and manage multiple tasks.
- Reliable and dependable with consistent attendance.

- Proficient in Microsoft Office Suite (Outlook, Word, Excel).
- Positive attitude and willingness to assist wherever needed.
- Previous reception, front desk, administrative, or customer service experience preferred.

Compensation:

- Based on experience
- Health benefits are not included

To be eligible for an interview, candidates MUST email frontdesk@fwp-inc.com with their cover letter, resume, and references or letters of recommendation.

This is an in-office position based in Kirkland, WA. Regular office hours are to be determined through the interview process.

At First Western Properties, we value integrity, teamwork, and a client-first approach. We are looking for team members who thrive in a collaborative and results-driven environment.

First Western Properties is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.