

Schafer

Richardson



## Mary Swanson Office & HR Manager

Mary joined Schafer Richardson in 1995 after working with Kit and Brad at Griffin Real Estate Company for a number of years. She has over 20 years of administrative/human resource management experience in commercial real estate. Mary holds an associate degree in Business Administration.

[Education and Training](#)  
-Associates Degree in  
Business Administration

As Office Manager Mary is responsible for the coordination and management of Schafer Richardson's daily office procedures. Additionally Mary manages SR accounts payable and receivable.

One of the many hats Mary wears at SR is Human Resource Director. In this role she is an invaluable resource for SR employees. Mary guides new employees through enrollment and benefits procedures. She processes work comp, short-term disability and various other insurance claims on behalf of employees. Mary is also in charge of payroll and termination procedures.

Mary's abilities to multitask and problem solve are just two of the reasons she is one of SR's most valued employees. She works tirelessly with the best interest of every employee in mind on a daily basis, and contributes immensely to the wonderful atmosphere around Schafer Richardson's office.