

## Summary

The Property Manager is responsible for the professional management of all assigned properties and personnel. The tasks required of this position will require flexibility, excellent organization and attention to detail. The Property Manager is primarily responsible for maintaining and improving commercial real estate assets as well as monitoring the fiscal performance of the properties. This position will report to the Company's Senior Vice President of Property Management.

## Responsibilities:

The responsibilities of this position will vary significantly from day to day and week to week. Below is a list of likely responsibilities:

### Property Maintenance and Tenant Interaction:

- Conduct regular property inspections and visitations with tenants.
- Provide prompt, professional response and follow through regarding tenant inquiries, problems, and complaints.
- Coordinate move-in for new tenants and move-out inspections for tenants vacating their space.
- Update and maintain property condition reports with respect to roofs, HVAC units, parking lot, etc.
- Obtain bids and manage capital improvement projects.
- Coordinate tenant finish construction with tenant and contractors.
- Supervise contractors and maintenance staff for services and repairs to property.
- Assist with the preparation of rent commencement letters, delivery notices, etc., for new tenants.
- Complete other special projects and duties as assigned.

### Vendor Administration:

- Maintain a file of Certificates of Insurance for both tenants and vendors.
- Prepare new vendor contracts and manage renewals.
- Maintain a schedule of service contracts by property.
- Maintain and update a list of preferred vendors in each trade.

### Property Reporting and Accounting:

- Prepare comprehensive management reports for all management clients on a monthly basis, including various analyses.
- Prepare and manage annual operating budgets.
- Review real estate tax assessments, and coordinate appeals when necessary.
- Manage the recurring manual billings (water, sewer, electric, etc.)
- Coordinate collection efforts of accounts receivable. This will include the preparation of past due statements and correspondence with delinquent tenants.
- Review annual expense reconciliations and handle correspondence with tenants.

### Requirements:

- Bachelor's degree in Business Administration, or related field.
- 2-5 years previous experience in commercial property management.
- Proficient in Microsoft Office (Excel, Word, Outlook). Experience with MRI or other real estate accounting software is a plus.
- Must be able to prioritize multiple deadlines in an efficient manner.
- Ability to work independently and collaboratively.
- Excellent organization skills.
- Strong verbal and written communication skills.
- Must be team oriented and possess an "upbeat / can-do" attitude.