
**Property Manager
(Exempt)**

Job Description

Property Management is the process of maintaining and creating value in real property consistent with the owner's objectives through the efficient balance of tenant and owner relations, financial budgeting and expense control, risk management and all other operational aspects of the property in compliance with the highest standard of professional ethics and enthusiasm.

Supervision

Reports to: Managing Principal, Vice President Client Services, Senior Property Manager

General Qualifications Required

Education: Bachelor's degree or equivalent combination of education and experience.

Training

Requirements: Possess the CPM or RPA designation preferred

Licensing: Current State Real Estate License required or will be able to obtain

Experience: Minimum five (5) years experience in commercial property management

Computer skills including proficiency in Word, Excel and accounting software.
Construction management experience.
Knowledgeable in building systems and emergency procedures.

Skills/Behaviors: Ability to establish strong interpersonal relationships with clients, tenants, team members, and vendors
Strong oral and written communication skills
Strong organizational skills, ability to prioritize work and attention to detail
Strong customer service skills
Ability to handle multiple tasks while meeting strict deadlines
Ability to adapt to changing portfolios
Self-discipline, professionalism and commitment

Major Areas of Responsibility

Budgeting

- Prepare property budgets as required
- Secure necessary approvals from asset manager or senior management
- Communicate property budgets in owner preferred format.
- Monitor compliance with established budget.
- Timeliness and accuracy of submittal and the extent to which the property remains within the budget.

Prepare timely and accurate monthly financial reports

- Prepare professional executive summaries.
- Review and audit the monthly accounting reports in preparation of reporting discrepancies.
- Complete monthly general ledger reviews and prepare necessary accruals.
- Interpret and prepare written variance explanations to the monthly reports.

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Maintain property conditions in a manner that is consistent with the owner's objectives.

- Inspect property regularly, noting deficiencies (i.e. landscaping, fire protection, housekeeping, etc.)
- Follow-up on repairs with appropriate contractor (i.e. roof, HVAC, etc.) or direct other to complete for your review and approvals.
- Ensure facility compliance with terms and conditions of all service contracts, local codes and insurance carriers.
- Provide direction to staff and contractors that will preserve the aesthetic appeal of the property and integrity of systems.

Inspire and maintain positive tenant relations.

- Ensure compliance with terms and conditions of the lease agreement
- Meet with all tenants to maintain positive tenant relations in accordance with HLC policy and procedures
- Address tenant issues timely
- Provide accurate and timely information regarding financial information per the terms and the conditions of the lease.

Coordinate and negotiate vendor contracts for property level services in accordance with the parameters of the management agreement.

- Review all property service contracts in preparation of bidding process based on the management agreement.
- Base contracts on specific specifications with HLC approved vendors to achieve the best value as it relates to excellent property service.
- Service contracts to be in compliance with regards to management agreement along with current accurate insurance certificates in place.
- Review and approve vendor invoices for payment and issue to accounting for processing according to client's accounting procedure.
- Accurate coding reduced the number of re-classes therefore maintaining reports in a professional manner are in turn given to the client.

Assist in the leasing efforts of the properties in accordance with the parameters of the management agreement.

- Maintain all vacant suites in a neat, clean and orderly manner based on monetary restraints imposed by client directives
- Incorporate leasing assumptions in budget based on input from outside or inside leasing staff. This will also include tenant improvement, commission, marketing and vacant space utility costs.
- Track lease expirations according to HLC standards.

Miscellaneous Activities

- Review delinquent receivables and follow HLC or client policy and procedures.
- Assimilate required information for appraisers, attorneys, auditors and/or tax consultants.
- Review lease and abstract for familiarization of terms and conditions of the lease in place.
- Attend pre-construction meeting, punch-list walk through with construction manager and tenant. Follow-up on timely satisfaction of all outstanding items.
- Conduct move-out walk through with tenant. Follow HLC or client move out policy and procedures
- Meet all internal/external deadlines.
- Prepare annual CAM reconciliations and rent letters.
- Assist in providing due diligence information to corporate as needed or as client requests.
- Review all management agreements to ensure compliance.
- Other duties as assigned.