



Property Manager Office (Exempt) Fort Worth

About Holt Lunsford Commercial

Founded in 1993, Holt Lunsford Commercial (HLC) is a values-based, customer-focused, full-service third-party commercial real estate company. We are a fast-growing real estate provider in Dallas, Fort Worth, and Houston. We oversee 97+ million square feet for both private and institutional owners.

IMMEDIATE IMPACT. MEANINGFUL CAREER.

At Holt Lunsford Commercial, we know our success begins and ends with our people. We work hard to attract and retain the best and brightest talent. From day one, you will be an integral member of our high-caliber, collaborative team. We will empower you to apply your energy, expertise, and creativity to meet our client's needs while instilling you with the unsurpassed market knowledge and development opportunities to succeed. When you join Holt Lunsford Commercial, you won't simply start a new job - you will build a meaningful and impactful career.

Job Description

The Property Manager is responsible for 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.

Responsibilities:

- Responsible for coordinating all property management-related activities, including day-to-day building operations, accounts payable, accounts receivable, reporting, and client/tenant/vendor relations.
- Work closely with Construction, Leasing, Marketing, and Accounting Teams to ensure the "HLC PM Team" provides our clients with the highest level of service.
- Ensure all Holt Lunsford Commercial policies and best practices are implemented and followed. Understand and ensure full compliance with Management Agreement and all Client policies and procedures.
- Conduct routine property inspections and associated follow-ups to prevent/identify/resolve problems and exposures.
- Prepare and adhere to operating and capital budgets, reforecasts, annual expense recovery estimates, and reconciliations.
- Coordination of all property-related contracts, services, repairs, and capital projects.
- Review/approve invoices, monthly rent edits and ensure accuracy of GL.
- Prepare, review, and submit monthly/quarterly/annual reports per Client requirements.
- Maintain personal contact with all vendors, tenants, and Clients.
- Respond to and resolve after-hour emergency calls as needed.
- Other duties as assigned.

General Qualifications & Knowledge/Skills/Abilities:

- Bachelor's Degree preferred or equivalent combination of education and experience.
- Min. two (2) years of commercial property management experience.
- Yardi or MRI property management software experience.
- Strong written and verbal communication skills, organization skills, and attention to detail.
- CPM, RPA designation (or in progress) preferred. Current State Real Estate License required or will be able to obtain.
- Meticulous, analytical, and computer literate with proficiency in Word, Excel, and accounting software.