



Assistant Property Manager - INDUSTRIAL (Exempt)

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 100 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. It's the reason 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 clients' needs while instilling you with 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

To provide prompt and efficient property management support for regional Property Manager(s) and their direct reports. This position requires diverse skills, self-discipline, professionalism, and commitment. The duties of the Assistant Property Manager are varied and include responsibility for financial affairs, tenant relations, facility maintenance, and coordination of all activities related to general building operations in an ethical and professional manner.

Major Areas of Responsibility

- Assist with preparing property budget ensuring timeliness and accuracy of submittal
- Assist in the monthly accounting reports in preparation of reporting discrepancies.
- Interpret and prepare written explanations to the monthly reports for property manager to review and approve.
- Follow-up on repairs with appropriate contractor (i.e. roof, HVAC, etc.) or direct other to complete for your review and approvals.
- 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
- Direct or obtain new utility set up information with account numbers.
- Meet all internal/external deadlines.
- Prepare and review CAM reconciliations and rent letters prior to being sent to tenants.
- Assist in providing due diligence information to corporate as needed or as client requests.
- Review all management agreements to ensure compliance.
- 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 and notify leasing agent six (6) months prior.
- Other duties as assigned.



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General Qualifications & Knowledge/Skills/Abilities:

- Bachelor's degree preferred or equivalent combination of education and experience.
- Min. two (2) years of property management experience; commercial property management experience a plus.
- Strong written and verbal communication skills, as well as organizational, attention to detail, and customer service skills.
- Meticulous, analytical, and computer literate with proficiency in Word, Excel, and accounting software. General accounting skills.
- Able to follow policies and procedures. Ability to interpret lease language.
- Ability to handle multiple tasks while meeting strict deadlines.
- Exposure to construction management preferred.
- Knowledge of overall mechanical systems, building components and emergency contingency procedures.
- Ability to work with little direction maintaining confidentiality and professionalism Ability to establish strong interpersonal relationships with team members, tenants and vendors
- Eagerness to continue his/her education in the real estate field (i.e., RPA, FMA, salesman's license, etc.)

Licensing: Valid Texas Driver's License
Current Real Estate License or working towards

Training

Requirements: As outlined in HLC Training Policy
Must obtain a real estate license within the first (2) years of employment.