



Client Manager

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

The Client Manager position provides first-class property management services to third-party clients and owners. Day-to-day responsibilities include working alongside clients to help them achieve their financial portfolio goals while supervising and mentoring the property management teams.

Responsibilities:

- * Responsible for the oversight of property management teams and their related activities.
- * Work closely with Construction, Leasing, Marketing and Accounting Teams to ensure the team is providing highest level of service to our Clients.
- * Ensure all Holt Lunsford Commercial policies and best practices are implemented and followed.
- * Understand and ensure full compliance with Management Agreement as well as all Client policies and procedures..
- * Review all operating and capital budgets and reforecasts as well as annual expense recovery estimates and reconciliations to ensure accuracy.
- * Review monthly/quarterly/annual reports as per Client requirements to ensure accuracy.
- * Establishes and maintains rapport with clients.
- * Other duties as assigned.

General Qualifications & Knowledge/Skills/Abilities:

- * Bachelor's Degree preferred or equivalent combination of education and experience.
- * Min. eight (8) years commercial property management experience.
- * Yardi or MRI property management software experience.
- * Strong written and verbal communication skills with strong 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.