

PROPERTY MANAGEMENT POSITION

Title: MID TO HIGH-LEVEL PROPERTY MANAGER
Department: Commercial Property Management
Effective: **Immediately**
Experience: 3-5 years real estate experience preferred
Licenses: Broker License, CPM, RPA or LEED experience a plus

Essential Functions and Requirements:

- Manage a portfolio of commercial real estate consisting of retail, office and industrial/flex properties
- Handle client, tenant and vendor relations and retention
- Conduct leasing and marketing tasks
- Oversee daily operation of all properties in portfolio
- Demonstrate experience in financial management, forecasting, budget preparation, analysis, reporting and reconciliations
- Possess an overall understanding of HVAC, plumbing, electrical, and construction of properties
- Understand all aspects of accounting relating to property management
- Maintain excellent written and verbal communication skills
- Demonstrate proficiency in Microsoft Office and Property Management software
- Possess experience with construction management of capital and tenant improvement projects
- Negotiate contracts with all vendors, suppliers and contractors
- Multitask with multiple properties, projects and clients
- Supervise others while maintaining priorities

If you are a professional, friendly, accurate, detailed-oriented individual who is willing to take over an existing portfolio within a medium-sized commercial management firm, then this opportunity is for you.

We offer an excellent benefits package, free parking and a great work environment. Send your resume and salary requirements to dmg4800@gmail.com or via fax at (503) 225-1959.