



MELVIN MARK  
EST. 1945

# JOB POSTING

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|--|--|-------------------------|
| Job Title: <b>Property Manager</b>                       | <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt |                         |
| Department: <b>FIRST/MID Level Officials &amp; Mgrs.</b> | Reports to: <b>Exec. VP of Operations</b>                                      | Posted: <b>May 2019</b> |

**ABOUT MELVIN MARK COMPANIES**

Melvin Mark Companies has developed, owned and managed property in Portland since 1945. We currently own or manage more than 3 million square feet of commercial space in the metro area and provide a full range of commercial real estate services for landlords and tenants. The companies include Melvin Mark Capital Group, Melvin Mark Construction Company and Melvin Mark Brokerage Company.

We have a great reputation in the community; as a great place to work and for our philanthropic endeavors. We have a really good benefits package which includes; medical/dental, professional development, parking, an annual TriMet pass, and much, much more! We have just over 50 employees, with an average tenure hovering at around 13 years! Our employees seem to agree that this is a great place to work. Do you want to bring your talents to one of the leading commercial real estate firms in Portland? Be sure to check us out at: [www.melvinmark.com](http://www.melvinmark.com)

**JOB SUMMARY**

The following job profile is designed to summarize certain essential information about a job or job category. It is not designed to be a comprehensive or detailed task list for any particular job or job category. This job/job category may have individual or multiple incumbents, each of whom may perform somewhat different specific job duties or tasks consistent with the general function of the Job. Incumbents may be required to perform duties or support functions other than those listed on this job profile as needed. A job profile may be amended at any time with or without notice.

We are looking for a qualified Property Manager to oversee a portion of our portfolio. The individual will be responsible for the overall operations, tenant relations and financial results of their assigned properties.

Our ideal candidate must be a motivated go-getter who brings strong collaboration skills and a proactive approach to every project. This individual will be an experienced professional with a demonstrated history in the commercial property management industry.

If you have 3-plus years of experience as a Property Manager, have a lot of enthusiasm for our industry, and feel like you can make a contribution to our amazing organization then we would like to meet you!

**ESSENTIAL FUNCTIONS / PRIMARY RESPONSIBILITIES**

Describe the key responsibilities of the job. Include the *essential functions* for which the job is accountable, and denote with an asterisks. Essential Functions are the core elements of the job which are specific and unique to this position and when removed changes the nature of the job itself.

**Tenant Relations** -The tenant relations portion of the job includes communicating with tenants on a daily basis and creating a customer service strategy to effectively manage tenant satisfaction. The Property Manager must make sure that leases are administered with accuracy and timeliness.

**Owner Relations** - In this role it's important to provide responsive, accurate service to the owner and owner representative. Knowledge of the management agreement and its provisions relating to assigned properties is crucial.

**Financial Reporting** - The Property Manager develops thorough and complete annual budget packages that meet the goals set by the owner, reflecting clear and concise analysis and well thought out recommendations. Experience dealing with variance reports is essential.

**Vendor Relations** - Our Property Managers manage vendor performance to ensure compliance with the contract is adhered to.

**Construction Management** – This role oversees all tenant improvement, capital projects and major maintenance projects so that they are completed on time and within budget.

**Leadership** – We want someone who can help build a culture that enhances, promotes and executes daily positive interaction among members of the operations team. It's important to keep not only property goals and objectives at the forefront, but overall department and company goals as well.

All employees are accountable for compliance with all laws and regulations when performing their job duties. Each employee is expected to be familiar with the legal and regulatory requirements affecting his or her job responsibilities. It is the affirmative duty of each employee to carry out these responsibilities at all times in a manner that complies with all applicable legal and regulatory requirements. Employees must participate in required training on pertinent compliance laws and regulations as required by the company.

## CORE COMPETENCIES

Describe the core competencies of the job. Include the *key characteristics or competencies* for which are required to achieve success in the job.

- We want an individual that is highly articulate and possesses excellent writing skills
- They should have exceptional organizational skills
- The ability to work under pressure is key
- Our ideal candidate will be self-motivated and self-directed
- They must be able to problem solve with other team members
- The individual should be willing to take direction and collaborate with their immediate group as well as other departments
- A strong focus and amazing attention to detail is critical

## KNOWLEDGE / EXPERIENCE / EDUCATIONAL REQUIREMENTS

- Our ideal candidate must possess excellent computer skills with a high degree of proficiency in Excel and Word
- It would be preferred if they had working experience with Yardi Voyager or a similar application
- A minimum of 3 years' experience as a Property Manager or Assistant Property Manager is a requirement
- We need someone with an active Oregon broker's license. Consideration will be given to those that obtain their license within six months of a job offer
- We'd like to find someone working towards completion of CPM or RPA
- A Bachelor's degree is preferred

## JOB CONDITIONS

This position requires movement around the office and through a variety of commercial buildings up to 40% of the time. This includes ascending/descending stairs and inspections inside tight spaces. Use of computer and ability to assess large amounts of data using various software applications represents 50-75% of the job.

This is an essential services position and, as such, this individual is often called upon to assist in the welfare of our tenants and the safety of our buildings in emergency situations, such as severe weather occurrences, etc. Working on-call evenings and rotating weekends are required

All operations staff may be subjected to a separate security clearance/background check by Federal, State or Municipal tenants.

## HOW TO APPLY

Please send resumes and cover letters to:

**Kim Barnett, VP of Human Resources** - [kbarnett@melvinmark.com](mailto:kbarnett@melvinmark.com)

(no phone calls, please)

Melvin Mark Companies provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements Melvin Mark Companies complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Melvin Mark Companies expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.