

JOB TITLE

Commercial Real Estate—Property Manager / Senior Property Manager

SUMMARY:

The Property Manager acts as the owner's agent and advisor for the property, while also being involved in day-to-day operations which include, but are not limited to, financials, operations, and tenant relations. The Property Manager oversees a variety of building structures which include commercial office, retail, medical, or industrial real estate properties for clients, performing the following duties personally or through subordinates.

This position reports to a varying degree of staff, which can include the Director of Property Management, Principals, and various Ownership entities while working in conjunction with Accounting, Construction, Engineering, and direct subordinates.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

These include the following, but may include other duties as assigned:

- Production of Monthly Operating Reports from start to finish, providing high-level variance analysis with comments, and property actions.
- Production of Annual Budgets from start to finish, facilitating the bid process, high-level variance analysis with comments, and data entry within Microsoft suites and accounting software.
- Have a working knowledge of Operating Expense reconciliations and estimates to facilitate review and submission to clients.
- Facilitate accounts receivable, having the ability to reconcile tenant accounts as necessary.
- Facilitate with accounts payable, including the coding, describing, and approval of invoices.
- Assist Accounting with the completion of accurate monthly accruals by reviewing and editing anticipated expenses and reclasses as needed.
- Review all proposed expenditures, providing direct approval for those within the spending limits outlined in each Property Management Agreement, or compiling quotes and bid analysis for presentation, review, and approval directly from clients.
- Manage the compliance of Property Management agreements with and between clients and Cambridge Asset Advisors.
- Provide superior tenant relations through communications and correspondence, while serving as the Landlord's liaison for all tenant-related items such as, but not limited to, collection efforts, maintenance, and repairs.
- Manage the compliance of Tenants by being familiar with and understanding all lease agreements.
- Periodically, but only as needed, assist client-appointed Lawyers with tenant disputes, lease terminations, or evictions, appearing in court, and facilitating on-site formal eviction processes with local authorities.

- Assist in the oversight and coordination of tenant construction, renovations/alterations, move-ins, and move-outs.
- Negotiate, produce, and maintain all service contracts, as well as facilitate the collection and upkeep of vendor certificates of insurance.
- Monitor and manage all service contracts to ensure all agreed services are being provided, while also ensuring the rates negotiated are being assessed and paid on time.
- Conduct periodic site inspections, noting and overseeing repairs, maintenance, deficiencies, etc. for on-site staff and contractors.
- Facilitate and maintain all utility accounts, starting, stopping, or transferring services as needed.
- After-hour callback response, which may include the need to physically report to sites at any given time or day.

SUPERVISORY RESPONSIBILITIES:

- Lead and oversee the training and development of direct subordinates such as Assistant Property Managers, Administrative Assistants, and Concierges. This also includes interviewing, recommendation for hiring, assigning, and directing work, appraising performance, recommending rewards, and any disciplinary action.
- Facilitate the day-to-day direction and oversight of Building Engineers and Maintenance Mechanics, collaborating with the Director of Engineering, while also assisting in the interviewing, recommendation for hiring, assigning, and directing work, appraising performance, recommending rewards, and any disciplinary action.
- Lead and oversee contracted on-site third-party employees including, but not limited to, security and cleaning staff.

EDUCATION AND / OR EXPERIENCE:

- Bachelor's degree from a four-year college or university; or three to five years related experience and/or training; or equivalent combination of education and experience. Senior Property Managers should have no less than five years of experience as a Property Manager.

ACCOUNTING SKILLS:

- Ability to read, analyze, and explain financial reports, including, but not limited to, General Ledger, Aging, Income Statement, Forecast, Proforma, Check Register, Balance Sheet, CM Ledger, Rent Roll, Trial Balance, Management Fees, and Bank Statements.
- Ability to read, analyze, and explain Tenant Ledgers, while providing reconciliations as needed.
- Ability to review and control expenditures through budget analysis and oversight, being cognizant of and implementing cost savings in the best interest of clients when possible.

MATHEMATICAL SKILLS:

- Basic math skills with the ability to calculate figures and amounts, such as tenant balances, commissions, square footage, vacancy / leased percentages, etc.

REASONING ABILITY:

- Ability to solve practical problems, and deal with a variety of variables where standardization may not exist.
- Ability to demonstrate critical thinking, and actions, while remaining calm and precise during emergencies that require time-sensitive decisions.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required, with additional duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

OTHER REQUIREMENTS:

Must possess a valid current driver's license and reliable transportation as travel may be required.

BENEFITS:

- 401(k)
- 401(k) matching
- Dental Insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

QUALIFIED CANDIDATES:

Please submit a resume with a cover letter and salary requirements to kfreehof@cambridgeus.com.