



LONGFELLOW

Assistant Commercial Property Manager

Please send cover letter and resume to careers@lfrep.com

Target: Immediate

Company Background:

Longfellow Real Estate Partners acquires, develops and manages science and technology real estate for leading universities, institutions and companies. Our institutional capabilities and entrepreneurial vision enable us to deliver high quality projects while satisfying each tenant's unique requirements.

Longfellow is a collaborative and highly entrepreneurial organization. We pride ourselves on a shared work ethic and a focus on accomplishing collective objectives. Longfellow strives to develop deep and lasting relationships internally within our team and externally with our investors, clients and vendors.

Longfellow is experiencing considerable growth as we continue to expand our footprint in Boston and North Carolina. Currently we're looking for collaborative and entrepreneurial individuals to join our team. We envision considerable opportunity for advancement as our organization will literally expand around you. We believe in developing talent and providing resources for health, wellness and quality of life.

Our clients are visionary institutions and companies pushing the boundaries of human knowledge. We approach our work in the same manner in order to serve them. We embrace the benefits of rapidly evolving technology and expect that our team will thrive in a dynamic and collaborative work environment.

Position Background:

We are seeking to hire an experienced and highly talented individual to function as the assistant commercial property manager for a 2 million square foot portfolio located in I-40/RTP submarket. This position will report directly to the Senior Property Manager and the General Manager, and indirectly to the Director of Asset Management. The ideal candidate will be able to demonstrate experience in property management with the requisite skills to oversee the complexities of technology and life science real estate while maintaining the highest level of integrity.

This is a dynamic role that will work closely on a daily basis with tenants, facilities management, service contractors, accounting, as well as the Senior Property Manager, Director of Asset Management and the Partners of the firm. The position provides exposure to a full spectrum of duties within a fast-growing real estate development and management firm. As such, the position demands a dedicated individual with excellent attention to detail, leadership skills, facility with numbers, good people skills and the ability to prioritize, multi-task, work independently and solve problems.



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Specific Responsibilities:

- Proactively communicate with tenants and cultivate strong tenant relationships;
- Actively respond to tenant requests and follow-up as issues are resolved;
- Manage specific assets in the portfolio independently;
- Oversee work order system and ensure vendors and maintenance staff respond to tenant issues in a timely and efficient manner;
- Conduct periodic inspections of the physical properties and tenant spaces to ensure adherence to safety standards, compliance with leases, and to ensure general upkeep of the property;
- Maintain vendor service contracts and certificates of insurance for vendors and tenants;
- Assist in preparing annual budgets
- Assist in monthly financial reporting process including accruals;
- Approve, code, and work closely with accounting team on vendor invoice input into accounting software;
- Read and abstract all new leases and amendments;
- Participate in internal property management meetings;

We are looking for a passionate team player with grit, high integrity and a honed attention to detail. In addition, we expect that your life outside of work is as important as your career and that you are driven to succeed in both.

Qualifications:

- Personal commitment to providing best in class service and operations within the portfolio;
- Bachelor's Degree and North Carolina Real Estate License preferred;
- Minimum of 3 years' experience successfully managing commercial properties, life science industry experience is a plus;
- Desire for professional industry growth such as achieving CPM designation and participation in industry associations;
- Strong knowledge of the physical aspect of commercial buildings, construction, and building systems;
- Working knowledge of commercial leases and service contract forms;
- Familiarity with industry standard accounting systems;
- Individual should possess excellent oral and written communication skills;
- Ability to handle multiple tasks with strong organizational skills;
- Detail oriented with independent work ethic;

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