



Job Opportunity: #2077 - Property Manager

If you're putting more into your work than you're getting back in return, it's time to take your career to the next level. At Highwoods Properties, Inc., one of the largest full-service commercial real estate companies in the Southeast, we recognize exceptional efforts, reward achievement and foster career growth. Get the professional respect that you deserve and the challenge you crave by joining our team. Currently, we are seeking a qualified professional to join us in our **Triad Division (Greensboro Office)** as a **Property Manager**.

Selected candidate will be responsible for the overall operation and financial success of a portfolio of office properties consisting of approximately 1.3 million square feet in accordance with company policies, procedures and standards. This ideal candidate will represent Highwoods Properties in a professional manner to customers, vendors and the general public.

Job Responsibilities Include:

- Approve invoices associated with assigned portfolio
- Maintain contact with customers and owner representatives to ensure solid, reliable relationships
- Manage capital improvement projects
- Manage property acquisition and/or new property start up
- Develop and implement ideas to maximize operation efficiency and financial performance
- Negotiate and manage vendor contracts within assigned portfolio
- Assist in special projects for department as needed
- Responsible for the financial performance of the assets within assigned portfolio
- Research, prepare and implement annual budgets including operating expenses and capital expenditures for building improvements
- Conduct regular property inspections to prevent problems/identify opportunities in accordance with department policy
- Adhere to company, division and department policies and procedures and ensure compliance with codes, regulations and governmental agency directives
- Review and monitor daily work order report and weekly outstanding work order report
- Initiate customer billings and assist in collections as needed
- Assure optimal functioning of building systems (HVAC, fire/life safety, elevators and security systems)
- Cooperate with Maintenance Department to administer preventative maintenance programs
- Coordinate customer move-ins to promote customer relations and protect the property
- Coordinate customer move-outs and security deposit disposition within 30 days of move out

- Review and provide explanations for monthly operating expense variances greater than 5% and \$1000
- Review and understand leases related to assigned portfolio
- Coordinate customer projects and follow-up on customer work requests
- Be available as needed to perform/facilitate and maintain a status of active communication during emergencies
- Distribute annual customer surveys and implement response plan based on survey results
- Adhere to OSHA requirements related to assigned portfolio
- Identify and implement procedures to minimize Owners' insurance risks
- Prepare quarterly newsletters for customers
- Maintain receivables within assigned portfolio within 5% of monthly revenue

Ideal candidate will have a Bachelors Degree or relevant work experience with at least three years experience in commercial property management. NC Real Estate License preferred. Must have a proven record of providing excellent internal and external customer service, budgeting/reporting and managing capital improvement projects experience. Effective organizational and time management skills along with excellent written and oral communication skills required. Proficiency in MS Office and Internet a must.

For consideration, please include salary history and/or expectation. Relocation assistance is not available.

Applicants should apply on-line at www.highwoods.com.

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