



Position: Property Manager

Position Purpose: Manage properties as directed by the property owners and in accordance with the standards and procedures of Trinity Partners Management. To provide our clients - owners and tenants - with the highest level of client service available.

Requirements: Minimum five years property management experience; Bachelor's degree; knowledge of Microsoft Excel and Microsoft Word; excellent interpersonal skills; experienced supervisor; RPA or CPM designation desirable.

Responsibilities:

- > Provide excellent communication to both owners and as tenants to ensure an ongoing successful relationship.
- > Communicate effectively and frequently with Senior Portfolio Manager and Director of Property Management on all significant operating issues.
- > Prepare Annual Property Business Plan according to owner requirements.
- > Perform all duties as required by specific leases, including the collection of rents, default notifications, and the continued performance of Landlord services.
- > Communicate to the owner the terms of all leases by prompt and accurate filing of lease abstracts.
- > Maintain responsibility for the financial control of the property, working with the property accountant to:
 - Prepare monthly operating statements (and quarterly if required);
 - Issue operating cost escalation and tenant service request invoices; and
 - Collect payment for escalation or for special work performed.
- > Supervise, train and, motivate on-site staff to ensure they understand owner's goals and objectives. Conduct weekly action agenda meetings with staff.
- > Inspect all properties on a regular basis to ensure building operations are performing according to Landlord's standards and procedures.
- > Ensure that emergency evacuation procedures are in place and life safety systems are operating effectively. Prepare and distribute the Emergency Evacuation Procedure Manuals to all tenants.
- > Oversee all preventative maintenance programs.
- > Prioritize day-to-day operations.
- > Interface with leasing brokers to ensure the lease process meets Client's objectives.
- > Direct a tenant retention program.
- > Negotiate all service contracts under the direction of Senior Property Manager.
- > Coordinate all services and purchases to be in accordance with Annual Business Plan and specific spending guidelines.
- > Oversee tenant improvement construction projects and capital improvements as required.
- > Assure that appropriate insurance requirements are in place for all properties.
- > Maintain Lease Administration software database.