

Job Title: Property Manager

Company: Local Durham Shopping Mall through Accentuate Staffing

Duties:

- Develop and maintain strong working relationship and communications with Customers, Tenants, Vendors and the Community to promote a positive brand image and high satisfaction rating.
- Oversee vendor relations including, walkthroughs, payment, enforcing agreements, in relation to: roofing, paving, striping, parking lot and lighting, HVAC, CCTV, fire and sprinkler systems, landscaping, housekeeping, etc.
- Conduct monthly property inspections to determine cleanliness, repair, and professional appearance, taking appropriate action to resolve items needing attention.
- Immediately respond to any facility-wide emergency, including severe weather, power outages, fire, hurricanes, etc.; must possess knowledge to program telephone system to record updated operations announcements.
- Coordinate with Accounting as necessary for collections, payroll, settlements, invoicing for tenant repairs, capital improvements, depreciation schedules and the annual budget.
- Supervise Receptionist, Maintenance and Security including: hiring, training, scheduling, performances reviews and coaching; monitor ongoing performance against established performance criteria.

Must Have:

- Commercial Property experience
- Experience in Commercial setting to include administrative and assistant property manager and above
- Basic knowledge of building/site operation

Nice to Have:

- Yardi Property Management; NC labor laws, OSHA and other routine safety regulations associated with the industry; ability to manage personnel, schedules, corrective actions, reviews, and various other management functions as needed; knowledge of ICSC and BOMA standards.

Pay Range up to \$55K per year plus benefits

Please send all resumes to laura@accentuatestaffing.com

Thanks for taking the time to review and have a great day!