

LINCOLN HARRIS

Job Description

Job Title: Property Manager
Department: Property Management
Reports To: Regional Manager
FLSA Status: Exempt
Last Update: February, 2017

SUMMARY:

Manages Commercial Property Portfolio for single or multiple clients

DUTIES AND RESPONSIBILITIES:

Supervise all daily operations in accordance with the management agreement and strictly enforces all policies set by client and company.

Monitor expenses in relation to budget

Approve all invoices related to assigned facilities

Build and maintain tenant relations

Prepare any and all reports requested by client

Organize and oversee capital budgets for assigned properties

Monitor aging reports and respond to any delinquencies in accordance with the established policies

Attend meetings

Observe the Quality Assurance Program and all other policy and procedures programs

Develop building safety/evacuation procedures and educate tenants

Obtain insurance certificates from tenants

Inspect vacant areas, recommending and initiating action to improve marketability as indicated

Maintain updated vacancy list

Develop a schedule for regular building operational maintenance functions and audit for performance

Reconcile actual Operating Costs for previous year's tenant billings and refund tenants for any overpayment or bill tenants for any deficiency in recovering operating expenses for property

Prepare annual budget package for owner

Supervise, develop and train team members in the performance of their duties.

Handle other duties as assigned

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Strong leader with 5-10 years in Commercial Property Management field required

Four year degree preferred

Experience preparing annual property budgets

Project Management experience

Leasing Administration experience

Excellent verbal and written communication skills to successfully interface with all levels of clients

Proven record of delivering excellent customer service

Strong analytical skills

CERTIFICATES, LICENSES, REGISTRATIONS:

CPM or RPA preferred

State Real Estate Brokers license preferred

TECHNICAL SKILLS:

Intermediate proficiency in Microsoft Word, Excel and Outlook

SEND RESUMES TO: lhcareers@lincolnharris.com