

Job Order Data Sheet (JDS)

Job Order Details

Asset Manager Class A Office South Florida - JOS000000086

Company Info

Location: , FL - USA
Job Type: Direct Hire
Year(s) Exp: 5 - 15

Contact:

Compensation

Salary: 0 - 0
Pay Rate: 0.00 - 0.00
Bill Rate: 0.00 - 0.00
Full Benefits: Yes
InterviewExp: Nb
ReloExp: Nb

CompComments: Please call to discuss salary and comp. Client is offering a generous package.
Guarantee:

Skills, Industries, Disciplines & Degrees

Skills **Industry Codes** **Disciplines** **Degrees**

Job Description

Seeking an experienced Asset Manager to manage a Class A office portfolio. The Asset Manager will develop strategic business plans, directing leasing, and managing internal and external property managers. The ideal candidate will have approximately five or more years of relevant work experience with a deep understanding of real estate finance and accounting, an entrepreneurial spirit and strong work ethic. The Asset Manager will add value to each asset through the successful implementation of leasing, tenant retention, property management, and the disposition of select assets.

CLIENT IS OPEN TO CANDIDATES THAT WANT TO RELOCATE TO SOUTH FLORIDA

Must be able to handle a large portfolio.

Responsibilities

- ? Select assets through data collection, cash flow modeling, competitive analysis, research analysis and annual business plan and budget preparations. PROFICIENT IN EXCEL.
- ? Work closely with external and internal property managers, brokers, consultants and attorneys to provide direction for and oversight of business plans, budgets, forecasts, leases, analysis and approvals.
- ? Prepares and updates cash flow projections.
- ? Manages key elements of the annual budget and reports quarterly to management on material variances.
- ? Supports in restructurings, sales and asset financings as required.
- ? Understands capital and investment structure and the relationship between property operations and investment performance.
- ? Supports industry related projects including annual updates on sector and information gathering.
- ? General market understanding for assigned assets - collects market information; in particular competitive market information.
- ? Analyzes leases and rental rates and assists or guides leasing decisions; monitors expirations; and, develops strategies and leads negotiations for renewals.
- ? Assists in creating the narrative for operational performance to lenders and other stakeholders.
- ? Prepare detailed capital improvement plans for each asset and participate closely with the construction team to execute small and large projects.
- ? Analyze and report on current and historical operational NOI and key metrics with all assets

Job Type: Full-time

Experience:

- Asset Management
- Property Management

Education:

- Bachelor's (Required)

Submitting Agency

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