

Job Order Data Sheet (JDS)

Job Order Details

Commercial Class A Property Manager South Florida -
JOS000000088

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

Company Info

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 compensation package.

Guarantee:

Skills, Industries, Disciplines & Degrees

Skills Industry Codes Disciplines Degrees

Job Description

Industry: Commercial Real Estate – Office

ROLE Property Manager - **CLIENT IS WILLING TO RELOCATE CANDIDATES FROM OUT OF STATE**

Manage the day to day operations of an assigned portfolio **commercial Class A office buildings**. Drive and execute value add strategies to meet and exceed targeted investor returns for assets under management. Provide excellent service to tenants.

DUTIES AND RESPONSIBILITIES:

- Routine site inspections of assigned portfolio.
- Manage day to day operations of the assigned portfolio as well as respond to emergency situations.
- Meet with tenants, vendors and other third parties on site to ensure proper actions are being taken. Seek out improvement opportunities and work with property team to assess the best means of delivery.
- Preparation of monthly and quarterly financial reports for property owners.
- Bid development, bid review, contract approval, and contract implementation.
- Complete and process tenant bill-backs for repair items and other services that need to be charged back to the tenant per their lease agreement.
- Draft and send tenant default letters, lease compliance letters, and other general announcement letters whenever needed to advise the tenants.
- Ensure compliance with property management policies and procedures, leases, and property management agreements.
- Ensure budget control throughout the year by maintaining and limiting expenses, as well as completing budgets for the following fiscal year.
- Welcome new tenants by tracking their move-in date, preparing and distributing new tenant welcome letters, updating and delivering new tenant handbooks, and assisting with ordering and coordinating installation of new tenant signage.
- Responsible for rent collection and AR reporting.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- A college degree in business, finance, economics, real estate or comparable field is preferred.
- At least five years relevant experience, in commercial office management.

Skills Required:

Experience with and a demonstrated ability to:

- Read and understand leases.
- Utilize computer software well (Word, Excel, Outlook, and proprietary commercial real estate programs.)
- Relate effectively to property owners, third party managers, leasing agents, brokers, community representatives and service providers.
- Communicate well in writing and orally.
- Interact via email, phone and in person with the commercial real estate community, especially with other analysts and brokers.
- Read and understand financial reports and prepare narrative explanations of same.

COMPETENCIES:

- Self-confident, self-motivated, enthusiastic.
- Able to follow directions provided by supervisors.
- Critical thinker. Results oriented.
- Entrepreneurial and collaborative, committed to the success of the team
- Maintain a superior personal image and positive demeanor

Competitive salary and benefit package.

Experience:

- Commercial Property Management: 5 years (Preferred)
- management: 5 years (Preferred)

Education:

- Bachelor's (Preferred)

License:

- driver (Required)

Benefits offered:

- Paid time off
- Health insurance
- Dental insurance
- Healthcare spending or reimbursement accounts such as HSAs or FSAs

Submitting Agency

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