

Commercial Portfolio Property Manager

Shift, Schedule & Pay

- Monday to Friday
- \$60,000 - \$85,000 a year - Full-time

Full job description

We are growing and need to add friendly and talented individuals to our team! Our company is seeking a Portfolio Property Manager to supervise a portfolio of commercial properties. If you are a dedicated individual that enjoys a fast paced and positive work environment, this is the opportunity for you.

Responsibilities:

- Maximize the financial performance of the property.
- Maintain the physical integrity of assigned properties.
- Frequently visit and inspect sites.
- Prepare owner reporting packages, budgets and business plans.
- Contract for services with vendors and contractors.
- Implement and manage strategies to ensure accounts receivable are minimal at all times.
- Monitor/analyze monthly financial performance, market rental rates, and maintain market intelligence.
- Communicate pertinent information and primary issues to ownership.
- Assure compliance with company policies.
- Create and manage capital replacement plans.
- Assure adherence to all government regulations including code compliance, ADA and OSHA.
- Oversee minor construction projects with general contractors and vendors.
- Participate in new leasing and tenant retention efforts collaborating with leasing personnel and building owners.

Qualification & Requirements:

- A successful candidate will have the ability to work PROACTIVELY and INDEPENDENTLY to prevent property maintenance issues and work ahead of tenant challenges.
- High school education or equivalent required. College degree and industry certifications preferred.
- 1 to 3 years Commercial Property Management or related industry experience preferred.
- Recent college graduates may be considered with a related degree.
- Proficiency in Excel and Microsoft Office.
- Property management software experience preferred.
- Effective time management.
- Strong communication skills.

Compensation:

- Competitive pay and comprehensive benefit packages that include PTO, health, dental, paid holidays, 401k with match and opportunities for career development.

Benefits:

- 401(k).
- Dental insurance.
- Health insurance.
- Health savings account.
- Vision insurance.
- Paid time off.
- Tuition reimbursement.