

REAL ESTATE PROPERTY MANAGEMENT

Property Manager

HSA Commercial Real Estate, a Chicago-based full service commercial real estate/property management firm, has a Property Manager position available for a portfolio of medical office properties in multiple states.

PRIMARY RESPONSIBILITIES

- > Travel to properties to meet with clients, tenants, contractors and service providers. Establish and maintain strong working relationships with all tenants, property owners and their designated representatives.
- > Prepare operating and capital budgets, monthly and quarterly management reports as well as periodic client reporting.
- > Design and implement maintenance and operating procedures. Solicit bids for building services, repair and maintenance, tenant and capital improvements, negotiate and award vendor contracts.
- > Perform regular property inspections to determine efficiencies and adherence to best practices. Continuously monitor and evaluate contractor performance. Identify opportunities for energy and cost saving measures.
- > Respond to tenant concerns and requests for service.
- > Administer leases; implement and monitor compliance of tenant and landlord requirements under each lease.
- > Monitor accounting and financial control of properties; review and approve expense invoices for accuracy after verifying work was satisfactorily completed.
- > Collect all rents and pursue the handling of delinquent accounts. Prepare and/or review annual operating escalations and reconciliations.
- > Provide quantitative and qualitative input to ownership regarding each property's current status and proposed changes.

THE IDEAL CANDIDATE WILL POSSESS:

- > Minimum 3-5 years of experience in medical office and commercial property management and is prepared to travel.
- > Bachelor's degree in Real Estate, Business, Finance or related field.
- > Real estate license.
- > Strong effective leader with solid organizational and interpersonal skills. Focused on tenant retention and creating overall value for the portfolio.

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