

Ansonia Property Management has an opportunity for a motivated and enthusiastic Commercial Property Manager to join our commercial team. APM is a sophisticated, award-winning Chicago-based manager of commercial and multifamily assets located in the dynamic West Loop neighborhood.

The Commercial Property Manager is responsible for the successful operation of a portfolio of commercial properties. This position reports to APM's Director of Operations and collaborates with leasing and administrative team members. The successful candidate will have the knowledge and ability to provide leadership in key areas including:

- Preparing and presenting quarterly financial reports to ownership
- Generating and managing annual operating and capital budgets
- Managing, coaching and hiring maintenance and administrative staff
- Ensuring operating and maintenance standard are met
- Responding to LOIs and supporting lease negotiations
- Managing vendor relationships and negotiating contracts

The successful candidate is highly organized, thrives in a fast-paced environment, and demonstrates that attention to detail, thorough and prompt follow up and exceeding expectations is at the core of everything he/she does.

This position is based in our West Loop office, though regular weekly travel to the sites is expected.

APM promotes a collaborative environment that emphasizes teamwork and mutual respect. We strongly support professional development, including a dedicated mentor during onboarding, ongoing training through our proprietary Ansonia Academy Online, continuing education allowance and the opportunity for advancement based on demonstrated performance excellence.

The starting salary for this role is between \$80K and \$100K, plus bonus (depending on experience) and a benefits package which includes paid time off, 401k with employer match, health, vision and dental insurance, short- and long-term disability insurance and life insurance.

Minimum qualifications include strong communication skills, 3+ years as a Commercial Property Manager of 250K+ square feet of space, an active Illinois Broker License, and proficiency with Microsoft Office including strong knowledge of Excel. The successful candidate will have a basic understanding of property management operations, accounting, and financial management. College degree and industry certifications are preferred.

Candidates who believe they meet the requirements and will be successful in this role are encouraged to apply by sending your resume and a cover letter to mmckenna@ansoniapm.com. Ansonia Property Management is an Equal Opportunity Employer and encourages all qualified applicants to apply.