

Assistant Property Manager I

Job Description

The Assistant Property Manager I is responsible for assisting the Property Manager with managing a property (or group of properties) and fulfilling the manager's obligations under the property's management agreement. It is also the responsibility of the Assistant Property Manager I not only to exhibit legendary customer service when communicating with tenants, prospective tenants, owners, and vendors but also to focus on productivity and results.

Responsibilities

- Assist with the activities associated with a property or group of properties
- Assist with all lease administration duties
- Conduct initial collection calls and track follow-up
- Supervise vendors (landscaping, janitorial, etc.) and maintenance staff
- Perform regular property inspections and complete inspection reports
- Assist with the development of operating and capital budget
- Assist in preparation of monthly reports for owners, identify variances
- Work with the Property Manager to coordinate tenant improvement and capital projects
- Interface with tenants and vendors in daily operations of the building
- Represent and communicate clearly and accurately, in person, over the phone, and in writing the authority of the Property Manager based on legal agreements in effect and TW policies
- Initiate and execute day-to-day operational procedures which include: safety, risk management, efficiency, TW quality standards, financial, management agreement administration, filing, maintenance programs, etc.

REQUIREMENTS:

Education:

A bachelor's degree in Business Management, Finance, Accounting, or a Human Resource Management related discipline RPA designation in progress preferred.
Possess Real Estate License where required by state law.

Experience:

At least 2 years and up to 4 years of commercial property management experience (continuous in one operation), comparable with the property under consideration in terms of office/industrial/retail, ownership, tenant lease arrangements, square footage, etc.

Technical Skills:

Must have intermediate to advanced MS Word, Excel and Outlook proficiencies.
Angus and accounting software such as MRI, Yard or CTI preferred proficiencies.

Personal Skills:

- Ability to keep information strictly confidential.
- Strong desire to succeed in an entrepreneurial environment.
- Must be able to handle multiple projects, changing priorities and a continually heavy workload.
- Exceptional oral and written communication skills.
- Strong customer service orientation.

Interested candidates should contact Colette Menolascino at colette.menolascino@transwestern.com