

Why you want to work with us...Bridge Investment Group LLC (BIG) and its subsidiaries are positioned for tremendous national growth, positioning you for opportunity and satisfaction in your desired career. In joining our team, you will experience and grow a culture that sincerely wants you to enjoy where you work and the work you do. Our leaders work tirelessly to promote a hard-working and fun environment that always makes sure your contributions are recognized. You will receive:

- A highly competitive base salary
- Bonus eligibility based on individual and team performance
- Benefit plans including comprehensive medical, dental and vision
- A suite of other company-paid and voluntary offerings
- Vacation and sick leave

We are looking for an experienced and skilled **Area Property Manager** to assume responsibility of the following office properties: Windy Point I & II, consisting of 488,796 SF in Schaumburg, IL and 2300 Cabot Drive, consisting of 153,000 SF in Lisle, IL. You will provide leadership to your team during the day-to-day operations of the property, including accounting, tenant relations, maintenance and repair, security, janitorial services, landscaping, snow removal, etc. as well as the day-to-day implementation of policies, procedures and programs you will assure a well-managed, well maintained complex, placing maximum emphasis on positive responses to the concerns and needs of the tenants, environmental health and safety, and quality programs in coordination and conjunction with the ownership's goals and objectives.

Responsibilities:

- Develop and maintain tenant relations by ensuring that work orders are completed on time, attending to complaints and resolving property issues and concerns
- Work with and supervise engineering staff
- Minimize delinquency and bad debt through aggressive and persistent rent collection
- Budget preparation, implementation and monitoring of expenditures and budget comparisons. Preparing monthly financial report
- Coordinate move-in and move-out process
- Conduct routine property inspections and ensure compliance with all municipal codes, fire codes and insurance requirements
- Prepare invoices for tenant bill backs, electrical, sub-meters, etc.
- Process and monitor property bills
- Ability to create common area bill backs, year-end statements and reconciliations for common area expenses
- Schedule and supervise on-site maintenance staff, janitorial, security and construction projects
- Administration of building access systems

- Maintain all tenant lease files, vendor files, certificates of insurance, construction projects and tenant improvement work as well as capital improvement projects
- Ability to lead engineers and understand all building systems
- Proficient with the Angus property management software. Coordinate with Tenant Coordinator entry of all property information into the software program and establish reporting protocols for maintenance requests, preventative maintenance, vendor and tenant Certificates of Insurance and key lease date tracking. Monitor all key dates and reporting within the Angus system.

Requirements:

To do this effectively you should have...

- Full-time salary position.
- Bachelor's Degree from four-year College or University with four to five years' industry experience/or equivalent combination of education and experience.
- Strong working knowledge of MS Word, PowerPoint, Outlook, and Excel.
- 5+ years of directly relevant Commercial Real Estate Property Management experience.
- Familiarity with maintenance accounting software (i.e. Angus, etc.) a plus.
- Effectively prioritize and multi-task. Proactive, initiate follow-through.
- Excellent people skills.
- Strong working knowledge of general office equipment (copiers, fax machines, scanners).
- Ability to effectively communicate both orally and in writing with peers, managers and clients.
- Dependable & flexible as well as possessing the ability to maintain a high level of confidentiality.
- Knowledge of Tenant Construction a huge plus.

The qualification requirements, physical demands and work environment characteristics described in this job description are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job.

This job description in no way states or implies that the essential duties described are the only responsibilities. The employee is required to follow any other instruction and to perform any other work duties at the request of the supervisor or other management personnel.

Who we are...Bridge Investment Group LLC (BIG) pursues, through its subsidiaries, investment opportunities in targeted real estate sectors that offer attractive returns. Our real estate activities encompass the acquisition, financing, property management, optimization and disposition of real assets and CRE-backed fixed income securities. Our specialized investment teams focus on multi-family, commercial office, CRE-backed fixed income, and seniors housing and medical properties to generate above-market returns for our investors. By deploying specialized teams in these targeted real estate

verticals, BIG seeks to benefit from in-depth market knowledge, deal flow and relationships to create opportunity.