



## **JOB DESCRIPTION**

### **PROPERTY MANAGER – CAMBRIDGE MANAGEMENT LTD**

The Property Manager proactively manages, supervises and maintains all properties managed by Cambridge Management. The PM reports directly to the Company President and works as a team member with the leasing and sales staff. The Senior Property Manager prepares all maintenance, janitorial and construction and repair work on Cambridge Managed Properties

The PM shall be directly responsible for the Management and Supervision of all maintenance staff. In addition, limited and defined supervision of the Administrative Assistance in the preparation of orders and working relationships with tenants.

The PM at various times be required to assist and direct onsite maintenance and repairs at various buildings.

### **REQUIREMENTS:**

A minimum 2 years management and supervisory experience in related or applicable fields. Verifiable evidence of past and direct management of 5 or more persons at a time.

General working knowledge of maintenance and repair procedures and past experience at contract review and assessment.

Education: High School Degree, and preferred minimum two years college attendance in related field. Other experience related to work may be considered.

Must have a valid driver's license in the state of Illinois and maintain valid insurance & liability no less that \$300K. Work will require travel to and from properties at scheduled intervals approximating 400 to 500 mi per month.

The position office is located in Orland Park, Illinois.

## **DUTIES – PROPERTY MANAGER:**

Estimate construction and repair projects – minimum two bids,  
Supervise and review all construction and repairs of buildings  
Review all estimates and contracts prior to implementation with Cambridge & Owner

Direct liaison with Tenants - Answer all tenant complaints, questions and concerns

Attend weekly office meetings

Manage, supervise schedule and hire all maintenance crew:  
Schedule monthly and update weekly maintenance of property  
Supervise and onsite review of all managed property, budget all maintenance costs.

Onsite inspection of all properties as per supplies schedule:  
Onsite review of all properties twice a month. In addition to enhanced management & maintenance program for the Orland Executive Pointe.  
Log all onsite review of properties for owner verification

Update & maintain maintenance costs

Supervise Janitorial, Hire & review quality of work

Update and maintain Top Producer- Job costing and billing program

Review periodically all vendor contracts and quality of performance

Order supplies for all buildings

On Call: PM will be on call 24 hour availability and phone response Monday 7:00 AM to Friday 4:00 weekly.

Weekend on call service starts from 4:00 AM Thursday to Monday 7:00 PM  
Rotation of on call shall consist of 4 rotations, one including the PM, three others by existing employees. The PM shall make a monthly schedule for on call requirements. Review schedule at weekly meeting.

## **NEW BUSINESS GENERATION:**

Consistently review for opportunities to generate maintenance and repair work from other environments and properties.

Consistently review for opportunities for building management, bonus payable

Resumes can be sent to Constance Macon, CPM RPA at [constance@cambridgeltld.net](mailto:constance@cambridgeltld.net).