

Job Title Commercial Property Manager  
Company Inland Investment Real Estate Services, Inc.  
City Oak Brook  
State IL  
Description The primary responsibility of the Property Manager is to direct and coordinate the financial and physical operations of assigned retail / shopping center property(s) to ensure the corporate financial and business objectives are being achieved. The goal of this position is to meet/exceed Net Operating Income (NOI) projections, to maintain the physical condition of the asset and to ensure compliance with legal requirements and corporate policies/procedures.

Responsibilities:

- Maintain the highest level of awareness of the status of properties in the portfolio and market conditions in the area.
- Create annual operating budget for assigned properties, continuously monitors performance against budget.
- Prepare monthly budget variance (BVR) report for review by Senior Property Manager.
- Conduct full property inspections on a regular basis.
- Identify and controls the physical safety and liability concerns.
- Regularly review vendor contracts/performance, addresses issues and negotiates new contracts as needed.
- Maintain contact with tenants to address questions, requests and concerns.
- Continuously review tenant accounts, monitors the collection process and actively engages in resolving collection issues and disputes.
- Report collection activity on a monthly basis to members of Property Accounting and senior management.
- Review/prepare tenant improvement allowances and ensures timely tenant construction and performance.
- Provide input to Marketing Department on programs and signage.
- Review standard provisions of all lease agreements, ensure compliance with operational agreements, R & M responsibilities and governmental regulations. Collect information as required by lease.

Requirements

Requirements:

- Candidate must have excellent communication, organizational and time management skills.
- Previous experience managing a commercial portfolio, preferably retail assets or shopping center assets.
- General understanding and experience with property marketing, budgeting and capital improvements.

Interested candidates can send their resumes to: [nicole.koudelik@inlandgroup.com](mailto:nicole.koudelik@inlandgroup.com).