

# Assistant Property Manager

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## GlenStar Properties – North Suburbs

Chicago, Illinois

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### **Job description**

#### **Summary:**

The Assistant Property Manager provides oversight of the daily functions and activities of the property and supports the General Manager.

#### **Essential Duties and Responsibilities:**

- Conduct regular communication with tenants regarding all aspects of building issues
- Coordinate on-site service contracts as directed by General Manager
- Work with engineering department to resolve building or tenant related issues
- Assist General Manager in monitoring all construction and special projects
- Perform regular property inspections
- Manage annual tenant survey process, including action plan upon survey completion
- Assume the role of General Manager in his or her absence
- Assist with budget preparation and monthly variance reporting
- Plan and administers the budget process, planning, timing and documentation.
- Review changes in recurring tenant billings
- Investigate and reconciles differences between lease abstracts and billing system data
- Update stacking plan

- Read and understand all aspects of the leases and approves lease abstracts
- Manage third party service contract providers, verifies compliance with current service contracts, performance and adherence to building rules and regulations
- Oversee updates to tenant manuals, including tenant handbook, security manual, construction manual and other tenant facing documents

**Essential Skills and Qualifications:**

- Demonstrate ability to prioritize and plan work activities effectively
- Proficient with Microsoft Word and Microsoft Excel
- Demonstrate ability to handle multiple projects or activities effectively
- Ability to effectively present information orally and in writing
- Must be able to work/communicate with Tenants and Contractors

**Supervisory Responsibilities:**

- The Property Administrator is an individual team contributor with no supervisory responsibilities.

**Education and Experience:**

- Bachelor's degree from four-year college or university
- 3+ years or commercial real estate experience
- RPA and LEED accreditation preferred