

Glenstar is seeking to hire an experienced and committed Assistant Property Manager to support its Bannockburn Lakes team in Bannockburn, Illinois.

About Glenstar

Glenstar is a full-service Chicago-based commercial real estate company founded in 2004. Since inception, Glenstar has managed, developed and acquired over 10M SF and \$2 billion in asset value. Primary markets covered include all major central U.S. cities.

Glenstar specializes in strategic repositioning, value-add investing and development of institutional quality commercial real estate across multiple property types. The firm provides the following services in-house:

- Development
- Leasing
- Property Management
- Acquisitions
- Asset Management
- Construction and Design

Responsibilities

Completes all work in an accurate, thorough and timely manner demonstrating a sound understanding of area of responsibility.

Essential Duties

- 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
- Coordinate tenant event programs and assist in managing the property's social media accounts

Supervisory Responsibilities

May manage other staff members or assist General Manager with supervisory duties

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

Education and Experience

- Bachelor's degree from four-year college or university
- 3+ years of commercial real estate experience

Submit resume to dbrannigan@glenstar.com