



Assistant Property Manager Glenview, Illinois

Responsibilities: Reporting to the Senior General Manager, employee will perform accounting, administrative, operations and tenant relations duties. Success in this position results in maintaining a high level of client satisfaction.

Specific responsibilities include:

- Operations
 - Manage construction projects & review drawings
 - Assist tenants with inquiries and/or requests
 - Monitor and update janitorial log book
 - Maintain tenant/building signage
 - Perform building inspections; coordinate maintenance & improvement work
 - Manage vendor contract performance, including the RFP process
 - Other tasks as assigned by supervisor
- Administrative
 - Maintain building reports such as leasing activity, building square footage, stacking plans and floor plans
 - Responsible for new tenant transition program
 - Respond promptly to tenant concerns and requests
 - Maintain certificates of insurance for both tenants and vendors
 - Other tasks as assigned by supervisor
- Accounting
 - Assist with preparation and distribution of monthly report & annual budget
 - Process all aspects of accounts receivable, including service requests/tenant billing, cash receipts input and tenant communications regarding delinquencies
 - Assist with accounts payable process and procedures
 - Other tasks as assigned by supervisor

Qualifications: Candidates should possess the following qualifications:

- A high level of energy, drive, and initiative in the pursuit of job goals
- Strong organizational skills; ability to self-start and multi-task
- Advanced oral and written communications
- Exercise sound judgment and creativity in problem solving
- Strong work ethic and positive attitude
- Manage workload commitments effectively and handle deadlines under pressure
- Ability to work on one's own or as part of a team
- Undergraduate degree in business or related field; or relevant work experience.
- Proficient in Microsoft Office; MRI and Angus software experience a plus
- Ability to work flexible hours, on occasion, which may exceed 8 hours per day, 5 days per week, 40 hours per week

Company: Lincoln Property Company is an international real estate firm offering a comprehensive suite of value-added services to its clients. With eight U.S. regions and more than 300 management offices, LPC embraces an ownership perspective and treats every client asset like one of its own.

LPC Midwest is based in Chicago with a portfolio of commercial office, industrial and retail assets, totaling approximately 13.0 million square feet. Services include asset management, property management, leasing, development and construction management, providing investors with operational efficiencies, tenant satisfaction and enhanced values.

Lincoln Property Company is an Equal Opportunity Employer and offers a complete compensation and benefits package. For more information on LPC Midwest, please visit www.lpcmidsouth.com. If interested in this opportunity, contact Debby Pyznarski at dpyznarski@lpc.com.