

## Property Manager

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Real Estate Team Leader WANTED. Do you thrive in a fast-paced environment? Do you love people and have amazing communication skills? Do you love organization and order? Looking for a job that brings diversity into every day?

We just might have the job for you!

NAI Hiffman, Chicago's Leading Commercial Real Estate firm is seeking a Property Manager who has experience in the management of industrial properties to join our winning team. Individuals must possess excellent communication skills, possess a high attention to detail and have a proven track record of showing initiative. Property management duties include:

Property Budget Preparation, Implementation and Tracking; Monthly Financial Reporting, Preparation and Variance Writing; Lease Abstracting and Implementation; Tenant/Vendor Relations; Active role in Vendor Bidding, Review and Contract Preparation; Preparation of Tenant CAM/RET year end reconciliations; Involvement in Building Capital Improvements projects and Tenant Improvements Construction projects; Confirming Tenant/Vendor Certificates are properly placed; Engineering/Maintenance coordination; Workorder Implementation/Tracking; Approval of A/P Invoices

Property Management Experience Requirements:

- MRI, YARDI and Kardin software knowledge
- Bachelors degree
- CPM, RPA a plus
- Property Mgr at least 5 years' experience in Property Management Real Estate
- Must be detail-oriented and a motivated self-starter
- Computer proficiency in Microsoft Office (Excel, Word, Outlook) required
- Adobe Acrobat preferred
- The ability to quickly learn new software programs
- Strong customer service and organizational skills
- Must have the ability to multi task and work independently

Job Type: Full-time