



Property Manager

IL - Libertyville

Posted 6 Days Ago

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Full time

R0000640

Job Description:

Currently offering a sign-on bonus of \$3,000 to experienced candidates!

Why people choose Lillibridge:

- Comprehensive health insurance with 90% premium covered by employer
- 20 days of PTO & 10 paid holidays annually
- Retirement benefits with employer match
- Employee stock purchase plan
- Fun, passionate and skilled co-workers

Job Description:

The Property Manager will oversee the daily operations of medical office buildings. Key areas of responsibility include tenant relations, property operations, construction, lease and contract administration and financial management/analysis. Conduct all property activities in coordination with the General Manager/Regional Manager and Owner.

Responsibilities:

- Direct and supervise building staff and vendors and monitor performance in accordance with the Company and Owners' policies
- Support the planning, budgeting and control of oper-

About Us

Lillibridge is a Chicago-based healthcare real estate firm. Our parent company is Ventas Inc., a Fortune 500 REIT (www.ventasreit.com). As an industry leader, Lillibridge has decades of experience in healthcare real estate and specializes in advisory services, acquisition and development, and property management and leasing of medical office and ambulatory healthcare properties nationwide. One of the largest firms in this sector, we own / manage 24M sf across 450 healthcare properties in 32 states, 200+ markets and 160+ cities. More than 10M people a year visit our buildings to maintain their good health and get well.

- Actively participate in accounts payable and accounts receivable process
- Conduct regular building inspections as assigned
- Prepare bid specifications, request proposals, and evaluate bids for work being conducted at the property by external contractors
- Coordinate contractor activities and oversee all construction projects as required. Supervise tenant move-ins and move-outs
- Maintain service agreements and assure tenant and vendor certificates of insurance meet all requirements
- Assist with the leasing process and preparation of the lease submission package as needed
- Participate with General Manager and/or Leasing Manager on periodic market tours
- Assure life safety programs are in place and meet all company guidelines and legal requirements for tenants and employees of properties
- Maintain the property tenant handbooks and emergency procedures and review with each new tenant
- Other duties and special projects as assigned
- Occasional travel between property locations

Qualifications:

- High school diploma or GED required, BA or BS preferred
- 3+ years commercial property management experience, medical office buildings preferred
- Real estate salesperson/broker's license a plus
- Demonstrated proficiency in Microsoft Excel, Microsoft Word, Yardi, MRI or other relevant software programs are a plus.
- Effective written and verbal communication skills
- Strong communication skills (oral and written)
- Strong customer service skills to promote positive client/tenants relations
- Ability to work independently in a highly visible position and to supervise efforts of direct reports
- Ability to multi-task and prioritize
- Strong organization skills and ability to foster teamwork
- Strong knowledge of building mechanical systems

ployment. The Company is an equal opportunity employer and will provide reasonable accommodation as required by applicable law and regulations.

Lillibridge offers a competitive compensation and benefits package to the successful candidate.

Lillibridge is an Equal Opportunity Employer.

Lillibridge does not accept unsolicited resumes from staffing agencies, search firms or any third parties.

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