

Position:	Property Manager
Location:	Schaumburg, IL
Hours:	8:30 AM – 5:00 PM, Monday through Friday
Computer Skills:	Microsoft Office Suite (advanced skills) Yardi (preferred, but not required)
Reporting Supervisor:	General Manager

Qualifications:

The ideal candidate should possess the following qualities:

- Minimum of 5 years commercial property management experience
- Strong managerial and analytical skills
- Knowledgeable in building operations and construction management
- Manage workload commitments effectively and handle deadlines under pressure
- Demonstrate competent leadership abilities, as well as ability to coordinate workflows for other building staff
- Exercise sound judgment and creativity in problem solving
- A high level of energy, drive, and initiative in the pursuit of job goals
- Organized and detail oriented
- Proficient written and verbal communication skills
- Strong administrative and customer service skills
- A confident and positive attitude; diplomatic and courteous

Job Description Summary of Responsibilities are included, but not limited to the following:

- Accounting and Lease Administration Responsibilities:
 - Perform financial analysis, as required.
 - Monitor and maintain account expenditures to ensure actual expenses are within the budget
 - Approve (or handle, as necessary) accounts payables and accounts receivables
 - Lease Administration:
 - Work with Realogic to prepare lease abstracts
 - Enter tenant setup in Yardi
 - Administer leases accurately
 - Maintain accurate stacking plan
 - Work closely with General Manager and Property Accountant to ensure financial statements and monthly reports are accurate and timely
- Operational and Capital Improvement Responsibilities:
 - Handle the day-to-day operations of the building and coordinate operational activities (i.e., engineering, security, janitorial, etc.)
 - Manage the building's life safety program and emergency response procedures
 - Issue RFPs for building services and competitively bid contracted services
 - Approve operational programs and expenditures within limits established by General Manager
 - Implement and manage energy efficient programs; ensure EnergyStar is regularly updated
 - Oversee collection of tenant certificates of insurance
 - Conduct property inspections periodically to follow up on tenant complaints, monitor contractor performance, general repairs and maintenance, and cleaning
 - Conduct monthly cleaning inspections with cleaning contractor representative
 - Ensure that security access memo is updated with approved work

- Handle tenant move-ins and move-outs
- Prepare and implement capital improvement plan in conjunction with General Manager
- Manage capital improvement projects to ensure jobs are conducted in compliance with approved drawings and building regulations, as well as to deliver the job on time and on budget
- Conduct inspection of building signage both inside and outside Property, including parking structures
- Leasing and/or Tenant Improvement Responsibilities:
 - Assist leasing team, as required, to tour prospective tenants
 - Ensure vacancies are in excellent condition, market-ready
 - Review space plans and construction drawings for building standards and/or compliance issues
 - Manage Landlord turnkey (or Landlord ran allowance) projects to ensure jobs are conducted in compliance with approved drawings/building regulations, as well as to deliver the job on time and on budget
 - Supervise Tenant allowance (tenant run) projects to ensure compliance with approved drawings and building regulations
 - Enforce building standards and building regulations relating to construction
 - Ensure all general contractors and/or subcontractors are approved and/or have met the building's established qualifications
 - Review lease commission invoices to ensure consistent with Lease Approval Memo. Collect lien waivers from brokers for all lease commissions
- Human Resource and Administrative Responsibilities:
 - Fill in for reception responsibilities as needed
 - Create and maintain form letters; draft/approve tenant memorandums and other correspondence
 - Maintain files in property management office
- Tenant Relations/Tenant Services Coordination:
 - Maintain tenant relations and manage tenant services and relations program implemented at the building
 - Periodically call on tenants
 - Assist tenants with inquiries and/or requests for service
 - Distribute annual tenant survey and prepare reports
- Other:
 - Strategize with General Manager on operational activities, construction projects, tenant issues, etc.
 - Conduct regular building staff meetings and ownership meetings
 - Additional tasks or special projects as assigned by General Manager and/or client

This job description is subject to change at any time as determined by the General Manager. Any changes to the job description will be provided, in advance, to Property Manager.