

Send Resume to: [Jobs@govinvpartners.com](mailto:Jobs@govinvpartners.com)

**PROPERTY MANAGER  
ORGANIZATION**

Government Investment Partners, LLC (“GIP”) is a privately held real estate investment management company focused on acquiring, developing, or repurposing assets primarily leased to federal, state, and other governmental agencies. GIP acquires and manages properties throughout the country. The successful candidate will be based in our HQ office in Deer Park, IL.

**JOB SUMMARY**

Manages all aspects of a national portfolio of commercial real estate properties leased primarily to government entities. Supporting the Senior Property Manager, oversees building operations, tenant relations, budgets, projects, service contracts and 3rd party vendors. As part of our collaborative team, you’ll have the opportunity to share ideas to continually improve how we manage our commercial properties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Responds to tenant needs, ensuring that administrative and building technical staff resolve problems promptly. Ensures that services are provided in compliance with policies, procedures, regulations, and contractual obligations and standards. Reviews, manages, and updates service request tracking systems.

Ensures periodic property inspections. Recommends and/or approves alterations, maintenance, and reconditioning as necessary. Contracts for and supervises vendor services as required. Prepares and delivers timely, accurate, and complete reports.

Responsible for maintenance and integrity of the tenant service request application and other shared data and reporting systems.

Helps develop and controls annual budgets for operating and capital expenses. Forecasts management plans and helps prepare monthly and annual financials explaining variances.

Approves invoices and payables.

Collects rent and pays expenses in compliance with lease terms. Prepares all required legal notices. Recommends and coordinates legal action as necessary.

Supports Accounting by abstracting and interpreting lease documents, clauses, and charges. Reviews and reconciles tenant rent and Common Area Maintenance (CAM) recovery charges.

Supports all property sales by overseeing the due diligence process and monitoring the activity of outside brokers.

Develops business relationships through membership and participation in professional, industry/trade, and civic organizations.  
Performs other duties as assigned.

#### **SUPERVISORY RESPONSIBILITIES**

Provides formal supervision and direction to vendors, independent contractors engaged at the property on a project or recurring basis. Manages to work to meet schedule and budget requirements.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions..

#### **EDUCATION and EXPERIENCE**

Bachelor's degree (BA/BS) from a four-year college or university and a minimum of two to four years of related experience.

Experience managing commercial properties and familiarity with office leases is required.

Successful candidates will likely have experience managing multiple properties from a central location.

#### **CERTIFICATES and/or LICENSES**

CPM or RPA professional designation or candidacy preferred. Active real estate license.

#### **COMMUNICATION SKILLS**

Excellent written and verbal communication skills. Strong organizational and analytical skills. Ability to provide efficient, timely, reliable, and courteous service to customers. Ability to effectively present information. Ability to respond effectively to sensitive issues.

#### **FINANCIAL KNOWLEDGE**

Strong understanding of financial reports, including variance of actual vs. budget numbers.

#### **REASONING ABILITY**

Ability to comprehend, analyze, and interpret complex documents. Ability to problem solve using advanced analytical and quantitative skills.

#### **OTHER SKILLS and/or ABILITIES**

Intermediate to advanced skills with Microsoft Office Suite, Teams, Dropbox, and Yardi software. Advanced Excel skills are a plus.

#### **BENEFITS**

- Competitive salary and discretionary bonus
- Choice of medical, dental, and vision plans that provide our employees and their families with high-quality healthcare

- 401(k) retirement savings plan with a generous employer match
- Defined-benefit retirement plan
- PTO, Sick, and Holiday pay
- Professional education tuition reimbursement provided
- Flexible office hours following onboarding and training

**Employment Type**

Full-time