

Job Title: Senior Director, Property Management
Company: Podolsky Circle CORFAC International (podolsky.com)
Location: Des Plaines, Illinois

The Opportunity:

Podolsky Circle CORFAC International (PCCI) is seeking to hire a full-time Senior Director of Property Management to implement and achieve the company's goals and objectives to be a best-in-class third party manager of commercial properties. This high-profile position will report to the Operating Manager and will manage a small portfolio of assets as well as oversee a professional property management staff, located at the home office and off-site. Core responsibilities include bottom line income enhancement, operational project management, developing processes and proactive strategy implementation, budgeting, reporting, lease compliance, client relations and industry representation while carrying out supervisory responsibilities in accordance with the company's policies. This position will work closely with accounting and construction personnel to ensure client requirements are met and new assignments are on-boarded in an organized and efficient manner. Responsibilities will include participation in interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and guiding employees; addressing complaints and solving problems. We are seeking a high-energy, self-starter to serve as a senior leader on the Property Management team for a portfolio of office, industrial and retail properties located within Illinois and select locations outside of the state. This person will serve as a liaison between tenants, ownership and the company. Qualified candidates must have a very strong work ethic, extreme sense of urgency, excellent written and verbal communication skills, ability to handle multiple tasks concurrently, exercise sound real estate management acumen, and possess a good working knowledge of commercial building mechanical and building systems. The position will require the candidate to be on call 24/7 and work above a normal 40 hour work week. The position will work closely with the Principals of the company and Director of Business Development to establish messaging and communication protocols to best promote and cross-sell company services as well as participate in the writing and presentation of management proposals to prospective clients.

Responsibilities will include, but are not limited to, the following:

- Periodically evaluate and seek ways to innovate the operating structure of the Property Management division, and make changes and refinements as necessary to ensure effective operations;
- Develop and manage the implementation of management tools, protocols and reporting systems, and revise as necessary;
- Lead staff meetings to include accounting and construction departments, to evaluate and track property performance and objectives, generate and disseminate internal and external reporting, and promote the sharing of best practices and industry updates and innovations;
- Establish and train employees in sound policies and procedures to ensure standardization of operation and maintenance practices;

- Review and evaluate property conditions on a periodic basis for both direct and indirectly managed assets;
- Develop an annual operating budget and growth objectives for the Property Management division;
- Recruit, train and develop staff with annual management goals and conduct annual and semi-annual staff evaluations;
- Maintain strong vendor relationships and pursue cost saving initiatives to benefit clients;
- Respond to and resolve difficult and sensitive tenant or client inquiries and complaints;
- Manage properties directly and act as the lead manager on large assignments;
- Generate confidence and respect of clients;
- Meet monthly with the Operating Manager to discuss global matters pertaining to the Property Management division and its goals;
- Communicate effectively and regularly with clients, vendors and staff to ensure overall client relations, tenant satisfaction and service delivery;
- Prepare annual budgets and monthly variance reports for managed assets and assist property managers with the preparation and review of annual property budgets and ensure that all monthly financial reporting is done timely and accurately;
- Implement and maintain records and tracking of all management properties to include information related to insurance, tax appeals, energy contracts, etc.;
- Establish and manage an emergency response protocol to respond 24 hours, 7 days per week to any tenant issue or property emergency;
- Other duties as assigned with the Property Management Division.

Experience and Qualifications:

- Must be a proven leader, mentor, self-starter, and detail oriented individual possessing a positive attitude that can work in a fast-paced environment;
- Experienced industry professional. Must have superior knowledge of real estate management, building operations, budgeting, project management, accounting systems and financial reporting;
- Must have extensive experience, knowledge and understanding of commercial lease language, landlord/tenant responsibilities, and common area maintenance billing and recovery analysis;
- Ability to source and negotiate service contracts;
- Advanced computer skills for integrated web-based property management solutions and accounting software such as Yardi or similar, as well as Microsoft Excel, Word and Outlook, and ability to work remotely using a laptop, I-pad/tablet or smart phone.
- Highly organized, excellent time-management skills and possesses the ability to multi-task and process information quickly;
- Ability to work independently and as part of a team;
- Must be skilled in verbal and written communication, negotiation, customer service, and prioritization;

- Experience with receiverships and distressed properties a plus;
- Involvement in commercial real estate organizations such as BOMA or IREM a plus;
- Undergraduate degree required, advanced degree and/or industry designation such as CPM, CFM or RPA preferred. Candidates should have a minimum of 10 years relevant experience and leadership in a commercial property management company.

Company Overview:

Podolsky Circle is an entrepreneurial commercial real estate firm with nearly fifty years of experience in the industry. With a focus on office, industrial and retail asset classes, Podolsky Circle is a trusted partner to public, corporate and private clients seeking institutional-quality brokerage, management and investment advisory services with an entrepreneurial focus. Podolsky Circle Construction provides the same high level of service for general contracting for tenant improvements, building expansion and ground up development, construction management, building evaluations and other construction related services. We are dedicated to our clients' success and pride ourselves on the long-term relationships we've established.

In addition, our firm is part of CORFAC International – Corporate Facility Advisors – an alliance of entrepreneurial commercial real estate firms that partner to deliver quality and experienced service locally, nationally and internationally. Member firms of CORFAC are selected based on their professional integrity, industry leadership and high standards of quality, client service, market knowledge and performance.

Podolsky Circle has achieved impressive growth in both our revenues and our client base. We have successfully transitioned from a local “niche” commercial real estate firm to our present position as a leading regional firm with national and international expertise. Our success relies in large part on the recruitment of new talent at all levels to service our valued clients. We employ professionals from a variety of fields that develop creative solutions to meet our clients' needs and exceed their expectations.

Podolsky Circle is an equal opportunity employer.