

Hiffman National is an award-winning USA Top Workplace, and it's because we seek out and hire bright, fun and motivated people – perhaps someone just like you! Accountability, Collaboration, Innovation, and Integrity form the cornerstones of our management style, which has rewarded us not only with a decade of top workplace awards, but also allowed us to hire and grow team members that support the trajectory of the company. Because of our people, we are now one of the largest privately-owned commercial real estate services companies in the country. Hiffman now supports over 250 employees and their families across the United States, delivering best-in-class transaction and property management services to a renowned list of tenants and property owners.

We are currently seeking a Property Manager to work out of our Oak Brook office, supporting our growing Commercial Office Portfolio. The ideal candidate will demonstrate strong professionalism, high levels of customer service and be eager to be a part of our company's growth story.

If you are looking for the next step in your career to support a growing company taking the next step in a national growth opportunity, we would love to hear from you!

**What sets us apart.**

- Culture: We believe in getting to know each other. Whether it's mentorship opportunities, leadership events, outreach programs, or collaborative committees, our goal is to provide an open door for new ideas and development across the organization.
- Balance: We believe in creating an environment that helps maximize how you work best. From hybrid work schedules and open seating options to flexible start times, our goal is to provide the tools to help you navigate life as it happens.
- Impact: We believe in making a positive impact through work and community outreach. Whether your interest is charitable, environmental, or celebrational, we aim to show how diverse interests bring us together.

**What we offer.**

- Impressive Benefits Package – Medical, Dental, Vision, 401k, Paid Parental Leave, Short/Long Term Disability, Pre-Tax Flexible Spending FSA and DFSA, Employee Assistance Program, Wellness Program, Market Place Perks at Work.
- Generous Company Paid Holidays, Paid Time-Off, Company Paid Flex Day, Summer Hours, Flexible Start Times, Hybrid Work Schedules.
- Career-related Education Reimbursement Program, Professional Development Enrichment.
- Paid time available for volunteer activities.

**What your day looks like.**

- Respond 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.
- Ensure periodic regular property inspection. Recommends and/or approves alterations, maintenance, and reconditioning, as necessary. Contracts for and supervises vendor services as required.

- Coordinate tenant move-ins and move-outs, and 'walk-through' spaces with tenants.
- Develop and control annual budgets for operating and capital expenses. Forecasts management plans and prepares monthly performance, explaining variances.
- Collect rent and pays expenses in compliance with lease terms. Prepares all required legal notices. Recommends and coordinates legal action as necessary.
- Review and reconciles tenant rent and Common Area Maintenance (CAM) recovery charges.
- Provide lease analysis for client's review and approval. Document's settlement of and notifies affected parties.
- Support all property sales by overseeing the due diligence process and monitoring the activity of outside brokers.
- Develop business relationships through membership and participation in professional, industry/trade, and civic organizations.

### **What sets you apart.**

- 5+ Years Commercial Real Estate Experience Preferred
- Knowledge of Commercial Office Property Management preferred
- Real Estate License required or completed within 6 months of hire
- Must demonstrate a high degree of willingness to be hands-on and ensure clear, concise communication to all members of the company.
- High level of integrity and dependability with a strong sense of urgency and delivering results.
- Proven track record of success facilitating progressive change, including systems and culture change.
- Familiarity with financial/property management software including MRI.
- Detail-oriented with the ability to multitask
- Strong customer service and organizational skills
- Effective team player who also possesses the ability to work independently

### **Hiffman National: Client-focused, People-centered.**

Hiffman National is an equal opportunity employer committed to diversity, equity, inclusion, and belonging, in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Hiffman National makes hiring decisions based solely on qualifications, merit, and business needs at the time.