**Assistant Property Manager**

Link to Apply: https://careers-hines.icims.com/jobs/10140/assistant-property-manager/job?mode=view

**Responsibilities**

As an Assistant Property Manager with Hines, you will assist in providing day-to-day operations management of the property while emphasizing positive response to concerns of tenants and meet the investment objectives of the owner. Responsibilities include, but are not limited to:

* Develop and maintain ethical, professional, and courteous relations with contractors and tenants.
* Assist with the management and development of all property personnel.
* Handle the administration and vendor management of all activities related to the physical operation of the property.
* Manage fiscal activities of the property including, but not limited to: on-site accounting, operations analysis, budget preparation and management, business and financial planning.
* Direct all emergency procedures including but not limited to:
	+ Establish and execute emergency plans and practice drills
	+ Monitor emergency equipment
	+ Lead and/or assist with evacuations, bomb searches and life safety alarms as deemed reasonable and prudent
	+ Act as fire/life safety director while assisting emergency authorities and response teams
* Comply with all company and regional policies.

**Qualifications**

Minimum Requirements include:

* Bachelor’s degree in business administration or related field from an accredited institution preferred; High school diploma required.
* Two or more years professional work experience, with supervisory experience strongly preferred.
* P&L responsibility and budgetary experience.
* Successfully complete the Hines Property Management Training Program.
* Manage multiple properties in DFW metroplex.
* Interact with employees, visitors and contractors with poise and diplomacy.
* Maintain a calm demeanor in emergencies.
* Compose business letters, expositions, summaries, and reports, using proper format, punctuation, grammar, diction, and style.
* Speak before an audience with confidence, using appropriate communication skills/style.
* Demonstrate strong initiative and customer service orientation.
* Establish and maintain a cooperative working atmosphere among staff.
* Exchange ideas, information, and opinions with others to formulate policies and programs and/or arrive jointly at decisions, conclusions, or solutions.
* Perform numerical and financial calculations.
* Analyze and interpret various types of data in order to draw conclusions and solve problems.
* Demonstrate proficiency in Microsoft Office software.
* Use olfactory, auditory, and visual senses to inspect building and detect emergency alarms.
* On occasion, perform physical inspections of the property which may include climbing up and down stairs or accessing restrictive openings.
* Ability to lift up to 25lbs.
* Though occurrences are rare, be accessible 24 hours a day in case of an emergency and perform on-site operations management during natural disasters.
* Transfer properties and work overtime as business needs deem appropriate.