

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.