

Property Manager Lisle, Illinois

Responsibilities: Reporting to the General Manager, employee will perform operations, accounting, administrative and tenant relations duties. Success in this position results in maintaining a high level of client satisfaction.

Specific responsibilities include:

- Accounting / Lease Administration
 - Process executed lease documents, including accounting system input
 - Accounts receivable processing – billings/rent statements/receipts/delinquency
 - Review and approve accounts payable invoices
 - Assist with preparation of annual budget/reforecasting and escalation billing/reconciliation
 - Maintain capital expenditure and tenant improvement records
 - Prepare monthly client reporting package, including report assembly
- Tenant Relations
 - Maintain tenant relations and respond promptly to tenant concerns and requests
 - Communicate to tenants regarding building activities
 - Administer and process annual tenant survey
 - Coordinate tenant engagement activities such as holiday events, blood drives and charity collection drives
 - Oversee tenant work order system
- Operations
 - Facilitate daily building operations
 - Maintain building life safety program and emergency procedures
 - Manage vendor contract performance, including the RFP process
 - Supervision of cleaning and security staff
 - Perform building inspections; coordinate maintenance & improvement work
 - Manage tenant/vendor certificate of insurance compliance and coordinate claim process
 - Ensure vacant spaces are property maintained
 - Assist with building construction projects and ensure contractor compliance
 - Other tasks as required

Qualifications: Candidates should possess the following qualifications:

- A high level of energy, drive, and initiative in the pursuit of job goals
- Strong organizational skills; ability to self-start and multi-task
- Advanced oral and written communications
- Exercise sound judgment and creativity in problem solving
- Strong work ethic and positive attitude
- Manage workload commitments effectively and handle deadlines under pressure
- Ability to work effectively individually or as part of a team
- State of Illinois Real Estate License
- Undergraduate degree in business or related field; or relevant work experience.
- Proficient in Microsoft Office; Accounting/Kardin software experience a plus
- Ability to work flexible hours, on occasion, which may exceed 8 hours per day, 5 days per week, 40 hours per week

Company:

Lincoln Property Company is an international real estate firm offering a comprehensive suite of value-added services to its clients. With eight U.S. regions and more than 300 management offices, LPC embraces an ownership perspective and treats every client asset like one of its own.

LPC Midwest is based in Chicago with a portfolio of commercial office, industrial and retail assets, totaling approximately 13.0 million square feet. Services include asset management, property management, leasing, development and construction management, providing investors with operational efficiencies, tenant satisfaction and enhanced values.

Lincoln Property Company is an Equal Opportunity Employer. For more information on LPC Midwest, please visit www.lpcmidsouth.com.

LPC is seeking to recruit the best in the industry with an opportunity for professional growth and development with a highly competitive compensation and benefits package. If interested in this opportunity, contact Susan Fitch (sfitch@lpc.com) or Wade Rodgers (wrogers@lpc.com).