

Property Manager Job Description/Want Ad

Libertyville property management company seeks experienced, detail-minded Property Manager for commercial office buildings. Must have excellent problem-solving, customer service and communication skills. Must be proficient in Microsoft Office; experience in 3D-Home Architect a plus. Must have a Real Estate Broker license or be willing to acquire one within 90 days of hire. E-mail resume to: snelsen@focuscpm.com; no phone calls please.

Job responsibilities include but are not limited to:

- Responsible for all operational and life safety systems, building and property maintenance, repairs, and capital projects at two commercial office buildings consisting of 131,000 total SF.
- Show office space to prospective new tenants, design and draw floor plans for new office suites, estimate buildouts, prepare proposals, negotiate and execute lease documents.
- Act as general contractor to estimate, coordinate and supervise all construction, remodel, repairs and improvements from small tenant buildouts to major capital projects.
- Full life-cycle project management coordinated with contractors and vendors to maintain budgets and on-time completion.
- Manage maintenance and administrative staff including annual performance and salary reviews and disciplinary actions.
- Negotiate all energy and vendor contracts, approve all building expenditures, check signatory and Notary Public.
- Leverage strong interpersonal skills to foster and maintain lasting business relationships with vendors, contractors, tenants, colleagues and employees.
- Generate budgets, maintain cash flow projections, and produce Quarterly Reports for both entities.
- Generate spreadsheets, tenant information, and accounting for annual Tax and Operating expense reconciliation at both properties. Merge and distribute all associated documents to tenants.
- Maintain 85%+ occupancy rates and long-term tenancies at both buildings due to outstanding tenant relationships, excellent customer service and quick maintenance response times.
- Manage and maintain all Building Automation Systems, security systems and company website.
- Present projects before Architectural Review Committees and Village Boards, coordinate with Village engineers, acquire permits, and manage inspections to secure occupancy certificates when necessary.