

Property Manager

Job Summary

A full-time position responsible for providing day-to-day operations management for assigned property or properties as outlined in the property management agreement. Property Manager is to provide excellent customer service to both clients and tenants while working to increase the value of the building(s).

Job Responsibilities

- Responsible for the day-to-day oversight of buildings within the portfolio, including industrial, office, medical and retail properties.
- Inspects buildings and equipment to determine extent of service and equipment required.
- Recommends, develops, and coordinates projects that enhance the value of the office buildings.
- Manage property staff (administrative and maintenance) to ensure required tasks are completed timely.
- Establish written goals and objectives for staff and perform performance evaluations.
- Regularly inspect tenant spaces, common areas, base building areas and grounds to ensure a high level of maintenance, regularly interfacing with internal staff and vendors to maintain highest standards
- Performance oversight of all service contractors who perform building services.
- Review account aging reports to ascertain status of collections and balances outstanding and to evaluate effectiveness of current collection policies and procedures
- Develop annual operating & capital budget(s).
- Preparation of monthly and quarterly financial reports including variance reporting.
- Oversee accurate & timely completion of annual operating expense reconciliations and ensure smooth recovery process.
- Review and approve all accounts payable, ensuring accurate general ledger coding and property allocations.
- Oversee tenant requests for work orders, to include obtaining estimates, providing proposals, and invoicing tenants (if applicable).
- Develop and implement a tenant retention program.
- Develop tenant handbook to include Fire/Life Safety procedures, and move-in/move-out procedures.
- Meet all deadlines as assigned by NAI management and NAI clients.

Job Requirements

- Bachelor's Degree in Business Administration or related discipline
- 3+ years of real estate property management with familiarity in lease negotiation, documentation and administration, as well as working knowledge of building systems.
- RPA or CPM professional designation(s) (or in the process of obtaining).
- Holds active real estate license in KS/MO.
- Proficiency in Microsoft Office Suite.
- Proficient in the reconciliation process for CAM, insurance, and real estate taxes
- Demonstrated initiative and sense of urgency in daily duties by meeting or improving upon deadlines.
- Proven record of providing excellent internal and external customer service
- Excellent oral and written communications skills
- Ability to work independently and as a productive member of a team
- The qualified candidate will be detail oriented, able to handle multiple projects simultaneously, extremely professional, and customer service oriented

Contact

Email resumes to brandi@nai-heartland.com