

Property Manager

Who You Are

Strong client relationships are important to you. You enjoy playing a central role in customer care by bringing superior organizational skills, attention to detail, and a positive attitude to everything you do.

Job Summary

As a Property Manager, you will be involved in all aspects of managing a commercial building – from operations and financial activities to managing important relationships with our tenants, property owners and vendors. From managing service contracts and overseeing tenant improvements, to completing property inspections and making recommendations, you'll have the opportunity to share your innovative ideas to continually improve how we manage our commercial properties.

Job Responsibilities & Requirements

- Five or more years' experience in commercial real estate.
- Strong understanding of financial reports, including variance of actual vs. budget numbers.
- Demonstrated experience with real estate software.
- Excellent customer services skills along with excellent oral and written communication skills.
- Develop and maintain strong relationships with property owners, tenants, vendors and contractors.
- Respond in a timely manner to tenants' needs to meet lease obligations.
- Responsible for annual budget preparation and tenant reconciliations.
- Successfully manage all operations tasks.
- Must be responsible and able to work alone and be able to handle multiple projects simultaneously.
- Must possess and maintain a valid driver's license and good driving record.
- Must have personal transportation.
- Background checks may be required by client(s).

Bonus Skills and Experience

- Construction management experience.
- Experience with contract and leasing agreements.
- Experience in managing staff.

Compensation

- Annual salary based on experience.

Seniority Level

- Mid-Senior Level

Industry

- Commercial Real Estate

Employment Type

- Full-time

Job Functions

- Management
- Accounting / Auditing
- Customer Service

Contact

Email resumes to shannon@nai-heartland.com