

COMMERCIAL PROPERTY MANAGER - JOB DESCRIPTION

The position's ultimate objective is to maximize leasing activity and occupancy for the portfolio of properties. The ideal candidate is required to have at least five years of experience related to commercial lease transactions. Salary and incentive compensation commensurate with experience and other qualifications.

This position is responsible for negotiating leases and lease renewals, writing leases and lease amendments, interfacing with Tenants, Landlord, Real Estate Brokers and Contractors, in addition to managing Tenant Improvement Build-out projects by coordinating with architects, subcontractors and laborers. This position performs a variety of complicated tasks, therefore an expansive degree of creativity and latitude is required.

Primary Responsibilities

Interface directly with current prospective tenants to negotiate lease space including preparation of lease documents.

Establish and maintain relationships with tenants and their key personnel.

Maintain properties by investigating and resolving tenant complaints; enforcing the rules of occupancy; inspecting vacant units and completing repairs; planning renovations, contracting through the use of out-sourced contractors and in-house maintenance staff.

Prepare and maintain preventative maintenance service contracts with sub-contractors.

Coordinate the updating of marketing and leasing materials, including plans, brochures, press releases, and websites.

Knowledge and Skills:

College Degree and/or minimum of 5 years of experience in the field of commercial real estate.

Ability to multi-task, prioritize and meet deadlines in a fast-paced environment.

Extensive knowledge of commercial leasing and related terminology and issues.

Extensive lease analysis skills.

Proficient in Excel, Word, Outlook, Publisher, and internet research.

Ability to use a creative and innovative approach for problem solving.

Organizational, analytical, technical and financial skills.

Outstanding oral and written communication skills.

Either have the experience, or ability and desire to be trained, in cost estimating of tenant improvements and managing the work to be done using laborers and sub-contractors.