

**Job Title:** Property Manager  
**Reports To:** Vice President, Office Property Management and Managing Director, Asset Services  
**FLSA Status:** Exempt  
**Division:** Services  
**Department:** Property Management,  
**Classification:** Full Time Regular; 40 hours per week

**Summary:** Handles the day-to-day responsibilities required to manage properties by performing the following duties.

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Administer leases as dictated by contractual management agreement
2. Communicate with owner/asset manager as directed
3. Prepare annual operating budgets for property
4. Prepare annual expense reconciliations for property
5. Prepare annual rental coupons for tenants
6. Abstract leases and amendments
7. Review and approve monthly commercial billings
8. Manage accounts receivables including notifying tenant of receivable, preparing default letters, performing lock out and working with legal counsel in accordance with owner directives
9. Visit properties and tenants on weekly basis per the owner's requirements to establish and maintain a positive rapport
10. Perform property inspections and completes inspection reports as required
11. Perform tenant improvement oversight, capital, ADA work and subsequent billing
12. Coordinate all repairs/construction jobs with vendors and tenants
13. Respond to all tenant requests
14. Assign work orders to building engineers and/or vendors
15. Review and approve payables for property
16. Maintain all service contracts
17. Prepare and submit tenant bill-backs
18. Prepare and provide tenant handbooks to new tenants
19. Update access card system

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

High school diploma or general education degree (GED); or two to five years related experience and/or training, or equivalent combination of education and experience. Experience may include supervision of employee(s).

**Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Math Ability:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Microsoft Excel, Microsoft Word, and Yardi.

**Certificates and Licenses:**

RPA or CPM planned or in progress; Real Estate License planned or in progress

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by this job include close vision, distance vision and peripheral vision. While performing the duties of this job, the employee is regularly required to use hands; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell.