

## **Commercial Property Manager**

The **Commercial Property Manager** oversees and manages all aspects of a downtown Portland commercial building portfolio, including operations and financial activities, supervision of maintenance team, nurturing strong relationships with tenants and vendors, and fiduciary responsibility. The candidate must have excellent communication skills and experience in budgets, CAMs, and monthly financial reporting. The Commercial Property Manager ensures the portfolio is operating in accordance with the owner's goals and objectives.

**Reports to:** Senior Commercial Property Manager

### **Essential Skills & Qualifications:**

- 3 to 5 years of experience managing commercial real estate (not residential) – dealing with building operations, managing staff and service contracts, tenant relations and vendor relations.
- Firm understanding of financial reports, including variance of actual vs. budget numbers.
- Strong customer service skills, multi-tasking skills, and attention to detail.
- Fundamental understanding of engineering operations and the ability to problem-solve with engineers.
- A Bachelor's degree from accredited college or university, preferred, or 5 years' related experience in property management.
- Computer Skills (MS Word + Excel + Outlook are required); Yardi experience is a plus.

**Required duties & responsibilities:** The activities listed here are not all-inclusive, rather they indicate the types of activities normally performed by this position.

- Control the day-to-day property management responsibilities for a portfolio of office and retail properties located in downtown Portland, Oregon.
- Visit properties at least once a week and as needed.
- Respond on a 24/7 basis for major problems in a timely manner, including responding to after-hours emergency calls, priority e-mails and text messages as appropriate.
- Procure and review bids to ensure appropriate level of service at the most cost effective rates.
- Make recommendations for physical repairs and / or replacements.
- Coordinate and supervise vendors and maintenance personnel.
- Proven understanding of lease agreements and leasing terms.
- Ensure observance of any risk management items and mitigate as needed.
- Review and approve invoices and billing adjustments.
- Review all monthly financial reports and provide variance comments.
- Team player with attention to detail yet able to work independently.
- High degree of professional customer service to both internal and external parties.
- Prepare and monitor properties' operating budgets.
- Establish and maintain tenant relationships; answer tenant phone calls, letters and requests for information and repairs; visit and interact with tenants while performing routine property inspections.

- Interface with outside professionals regarding legal, accounting, insurance, tax and other matters as appropriate.
- Excellent communication and interpersonal skills.
- Highly organized and follows through to meet commitments and deadlines.

The successful candidate will embody these key attributes:

- Ability to work in a fast paced environment.
- Able to lead multiple projects/tasks simultaneously.
- High standards, high quality work is of utmost importance.
- Communication is direct, candid and to the point.

### **Compensation and Benefits**

Competitive salary including health benefits, PTO, and 401K.

To apply confidentially – submit resume and cover letter to [info@ddgportland.com](mailto:info@ddgportland.com)

Downtown Development Group is owned by the Goodman Family and has been investing in commercial property in Portland since 1955. DDG manages approximately 1,000,000 square feet of retail, office, storage, and industrial real estate primarily in downtown Portland.

**Location: Portland, Oregon, Central Business District**