
Job Description

Our company is a regional commercial real estate firm with locations in Washington, Oregon and Northern California. We are seeking a full time Property Manager for a location in Portland, Oregon. We offer competitive pay and benefits. Duties and needed skills are as follows:

The candidate would be responsible for the day-to-day management of a flex/industrial portfolio as it relates to tenant and client needs, as well as vendor services. Tenant relations, attention to the properties' overall general maintenance and client profitability are at the forefront of the daily operational agenda. We are looking for an energetic, motivated individual that has the following qualifications with a desire to grow with the company.

Job responsibilities include, but are not limited to:

Tenant Relations

- Provide excellent customer service. Respond to tenant requests/needs in a timely and courteous manner, and generate work orders for vendors and/or building engineers. Follow up with tenants to ensure satisfactory resolution of the issue.
- Administer tenant occupancy including new tenant introduction letters, emergency contact lists, insurance requirements, rent collection procedures and issuance of late fee/default notices.
- Become proficient with Yardi and MRI accounting software in order to answer tenant questions about monthly rent statements and operating expense estimates/reconciliations.
- Conduct periodic inspections of buildings and tenant's spaces. Meet with tenants to ensure their satisfaction and monitor space needs.
- Prepare and send out tenant memos and notices.
- Be available to be on-call 24-hours per day and work with building engineers to respond to emergencies.
- Review, revise and maintain building emergency plans.

Leasing

- Assist with lease documentation and all related correspondence for majority of portfolio.
- Assist with showing, marketing and leasing vacant space. Complete all related documentation, including client's profitability analysis, lease review form and OFAC checks.
- Track lease expirations and complete renewals of existing tenant leases, including all associated documentation.
- Process all new tenant move-ins and move-outs from start to finish.
- Review tenant lease files for compliance, including all documentation related to tenant's lease.

Construction Management

- Responsible for all aspects of managing capital projects within your assigned portfolio, including soliciting bids for tenant and capital improvement projects, preparing bid summaries, managing general contractor and regular client communication.
- Work with architects, engineers and other consultants to define scopes of work for projects.
- Monitor construction progress and attend construction meetings as necessary. Act as liaison between contractors and tenants.
- Complete capital tracking worksheets and all project closeout documentation.
- Ensure projects are completed on time and within budget.

Accounting/Financial

- Work with project accountants to complete monthly financial reporting packages for all clients, which include variance reports, status updates, leasing reports, etc.
- Ensure compliance with clients' property management websites and guidelines.
- Verify accuracy of rent roll each month and complete aged delinquency reporting.
- Direct Property Administrator to prepare and send monthly tenant statements. Verify rent payments are made on a timely basis and follow-up where necessary.

- Review and approve all invoice coding. Verify accuracy on General Ledger vs. budget.
- Review and verify accuracy of lease commission invoices.
- Works with project accountants to solidify numbers for amortization, depreciation, capital projects, and accruals.
- Prepare annual operating budgets for review by Senior Vice President. Work with project accountants and asset managers to make changes to budget and submit final versions.

Vendor Relations

- Set up, or assist in setting up, all vendor contracts for management of the properties.
- Supervise Property Administrator in maintaining accurate records of those contracts, including renewals, if required, and documentation of proof of insurance coverage by vendors.
- Solicit bids for and draft service contracts. Work with Property Administrator to maintain records of all service contracts.
- Work with building engineers to monitor vendor performance and compliance with service contracts. Make changes as needed.

Qualifications and Requirements

- Full-time salary position
- Bachelor's Degree with a minimum of three years of experience in commercial real estate property management, or equivalent combination of education and experience
- Oregon State Real Estate License
- Excellent people skills
- Ability to effectively communicate with peers, managers and clients
- Strong written communication skills with attention to grammar and spelling
- Excellent organizational talent with great attention to detail
- Strong working knowledge of MS Excel, Word, Outlook and web browsers
- Excellent typing skills
- Working knowledge of general office equipment
- Knowledge of MRI, Yardi and/or real estate accounting software
- Math skills and understanding of present value analyses
- General construction knowledge
- Proactive with ability to meet deadlines with little or no supervision
- Dependable, professional, personable and punctual

Miscellaneous

The qualification requirements, physical demands and work environment characteristics described in this job description are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job.

This job description in no way states or implies that the essential duties described are the only responsibilities. The employee is required to follow any other instruction and to perform any other work duties at the request of the supervisor or other management personnel.

This is a full-time position with the hours of 8:00 AM to 5:00 PM Monday - Friday. We are an equal opportunity employer.

Job Type: Full-time