



## Commercial Property Manager

- Colliers International
- Portland - SW Sixth Ave

**BE authentic. BE influential. BE the expert. Be all that and more at Colliers International.**

At Colliers International, we help leaders succeed by helping them build amazing workplaces, businesses and communities around the world. We do this by thinking differently, sharing innovative ideas and offering a unique and collaborative workplace where you can succeed.

### 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.

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.

- **What you bring:**
  - 5-7 years' experience in commercial real estate managing retail and office properties.
  - Strong understanding of financial reports, including variance of actual vs. budget numbers.
  - Demonstrated experience with real estate software such as Yardi Voyager (integrated accounting), MRI, etc.
  - You hold a real estate license in the state of Oregon or Washington.
- **Bonus skills and experience**
  - Experience with capital improvement projects.
  - You communicate clearly and effectively at all levels.
  - CPM or RPA designation.
- **What success looks like:**
  - You develop and maintain strong relationships with property owners, tenants, vendors and contractors.
  - You respond in a timely manner to tenants' needs to meet lease obligations.
  - You are responsible for annual budget preparation and tenant reconciliations.
  - You successfully manage all operations tasks.

**BE who you are and what you want to be with Colliers International.** We'd love to meet you. Apply today to join our team. Contact Stacey Glenewinkel, 503-542-5875 or [Stacey.Glenewinkel@Colliers.com](mailto:Stacey.Glenewinkel@Colliers.com)

Direct applicants only please, no agencies.

- Colliers International provides equal employment opportunity to all persons. No employee or applicant for employment will be discriminated against because of race, creed, origin, marital status, sexual orientation, age, otherwise qualified disabled or veteran status or any other characteristic protected by law.