

**Shorenstein Realty Services, L.P.**

**Job Title:** Assistant Property Manager

**City, State, Zip Code:** Lake Oswego, OR 97035

**Essential Duties & Responsibilities**

- Complete accounting and finance tasks including: helping prepare the annual budget, preparing monthly MAP reports, and monitoring and coordinating the accounts receivable and accounts payable processes.
- Help facilitate the successful operation of the building by completing property inspections, responding to tenant complaints and service requests, and ensuring the property is kept up to code.
- Manage smaller construction and special projects.
- Coordinate assigned contract bidding, vendor selection and contract negotiation and maintain vendor relationships, e.g. janitorial, landscaping, etc.
- Assist the Property Managers with directing the work of Tenant Services Administrator and Tenant Services Coordinator staff.
- Provide excellent customer service to both external and internal customers.
- Promptly respond to and resolve questions and issues with the tenant service request system. Actively participate in any upgrades and/or training. Demonstrate a sound working knowledge of tenant service request system processes and procedures.

**Essential Skills and Qualifications:**

- Minimum 2 years of experience in a property management or leasing function in a commercial real estate environment.
- Knowledge of cash and accrual accounting principles and processes as they apply to budget preparation, financial statement analysis, building account management, AP and AR.
- Lease administration experience.
- Strong operations experience (managing vendors, contracts, & projects).
- Demonstrated ability to manage multiple tasks and priorities to conclusion and to display sound and accurate judgment.
- Bachelor's degree (B.A. or B.S.) from a four-year college or university or a total of 4-6 years of relevant experience.

**Ideal Experience & Credentials:**

- Yardi experience desirable.
- Experience assisting with small tenant improvement projects a plus.

Please submit your application online at:

<https://shorensteinrealty.hua.hrsmart.com/hr/ats/Posting/view/148>