

Position Title: Property Manager

Location: Savannah, GA

Reports To: Senior Portfolio Manager

Job Summary: The Property Manager is charged with assisting in the day-to-day implementation of those policies, procedures and programs that will assure well-managed, well maintained buildings, placing maximum emphasis on positive response to concerns and needs of the customer and on increasing the value of the property being managed.

Description of Responsibilities:

- The Property Manager will be assigned to specific action areas at the discretion of the Senior Property Manager, to become operationally familiar with the tasks, procedures and systems involved.
- The Property Manager may be charged with day-to-day operational management of the building to assure maintenance of approved quality standards.
- The Property Manager may be charged with supervision of any or all maintenance programs relating to the interior and exterior condition and appearance of the property.
- The Property Manager may be responsible for positive and prompt responses to request from building customers and for involvement in ongoing customer contact programs to constantly assess customer needs and to assure problems are being solved promptly and to the mutual benefit of the customer and the property.
- The Property Manager may be engaged in the selection of contract services, vendors, negotiation of service agreements and day-to-day monitoring of vendors performance to assure full compliance with standards established within the service agreements.
- The Property Manager shall participate in the development and administration of the property's Annual Budget. The Property Manager shall be involved in management activities within the parameters of the approved Budget.
- The Property Manager shall assist in the collection, analysis and reporting of such statistical data as may be required to provide an accurate and current assessment of building management results.
- The Property Manager shall be involved in the administration of all tenant leases in full compliance with lease provisions. At the discretion of the Senior Property Manager, the Property Manager may participate in ongoing communications with the Owner Representatives of the property.
- The Property Manager shall participate in the day-to-day financial management of the property with specific attention to payroll, accounts receivable, collection activities, and maintenance of accounts payable on a current basis (taking advantage of discounts wherever possible).

- The Property Manager shall assist in assuring full compliance with all policies and procedures with respect to the administration of personnel employed.
- The Property Manager shall participate in such training activities as designated by Senior Property Manager.
- The Property Manager is expected to be thoroughly conversant with and knowledgeable of the following aspects of property management:
 - Customer Relations
 - Contract Service Administration
 - Lease Administration
 - Leading (Strategies and Negotiation)
 - Escalations
 - Construction and Tenant Build-Outs
 - Remodeling
 - Engineering and Preventive Maintenance
 - Energy Management
 - Accounting and Finance
 - Budgeting
 - Policy Manual and Administration
 - Security
 - Partner and Owner Representative Relations
 - Emergency Procedures
 - Insurance
 - Training
 - Personnel Administration
- Other duties as assigned

Requirements:

- 4+ years Commercial Property Management experience
- Excellent communication skills, detail oriented, well organized and must have the ability to manage time and multiple projects efficiently
- Qualified Candidate must work well with others and have excellent interaction skills to work positively with customers