

POSITION SUMMARY

TITLE: Property Manager
REPORTS TO: Regional Director of Property Management
LOCATION: Huntsville, AL

POSITION / PURPOSE:

Individual will be responsible for all Property Management duties with the goal to increase the economic value of their property portfolio while deterring its overall physical obsolescence. Involves profit/loss accountability and oversight of the property portfolio, including operations, marketing, leasing, accounting, new business development and asset disposition where applicable.

PRINCIPAL JOB ACTIVITIES:

- Establish and maintain relationship with various ownership entities; insure thorough communication internally and externally
- Prepare annual business plans and budgets designed to meet owner's goals and objectives; keep Regional Director apprised of implementation
- Partner with internal Accounting, Leasing and Brokerage personnel, in addition to the external brokerage community, to insure asset occupancy rates and profitability are maximized
- Evaluate all contracts and the overall vendor matrix for cross-portfolio synergy, efficiency and cost effectiveness as a vehicle to drive asset net operating income
- Review monthly management reports with Director; participate in monthly ownership conference call management reviews as appropriate
- Establish and maintain relationship with existing, new and potential key property tenants; effectively represent owner with regards to the operation of the property
- Oversee tenant construction for compliance with approved plans and insure all required documentation is obtained
- Conduct regular inspections of the properties to insure each property is maintained to owner's standards
- Development and execution of the above for any directly managed assets
- Participate in new business development initiatives, including presentations to potential new ownership entities
- Instruct and provide guidance to subordinates as necessary
- Enforce company and management policies and procedures

REQUIREMENTS:

- 3+ years of commercial Property Management and/or related real estate industry experience
- Experience in construction management and coordination of tenant build out
- Real Estate License
- Detail oriented with strong organizational skills and ability to multi-task
- Proven superior interpersonal relationship/leadership skills
- Excellent verbal and written communication skills
- Proficient in Microsoft Word, Excel and Outlook
- Self-starter