Job Description – Senior Property Manager or Property Manager

This individual is responsible for all property management of a portfolio of industrial and office space in the greater Philadelphia area including tenant relations, physical property issues and administrative matters.

Job Title
Property Manager or Senior Property Manager

Reports To
Director of Asset Management

Purpose
To manage and oversee a portfolio of industrial, flex and suburban office assets in the greater Philadelphia area and be responsible for achieving superior operational results and financial performance. The property manager will oversee and be part of a team providing best in class tenant services. Additional responsibilities include: tenant and vendor relations, property maintenance, construction management, capital projects and tenant improvements, budgeting, and monthly property reporting.

Company Overview

Endurance Real Estate Group is a fast-growing real estate investment firm with a focus on value-add real estate. Founded in 2002, Endurance invests in the office and industrial property sectors in the Mid-Atlantic region (Northern New Jersey down to DC Metro area). The current portfolio is 4 million square feet and includes bulk warehouse, flex industrial and suburban office. The Property Manager/Senior Property Manager will be joining a rapidly expanding, dynamic entrepreneurial organization. This environment offers the ideal candidate the ability to both grow their role, experience and level of responsibility. The working environment at the Company is fast-paced, exciting and casual

To learn more about Endurance Real Estate Group please visit our web-site at www.endurance-re.com

Job Description

Major Requirements

- Tenant Management:
    - Maintain personal contact with tenants. Promote good will, provide high-quality service, and anticipate and solve problems
    - Implement tenant retention practices
    - Act as a liaison between tenants and building owners
    - Approve plans and procedures for handling complaints or requests from building tenants or occupants
    - Maintain and monitor work order system.
    - Calculate monthly utility billings to tenants
    - Assist tenants, prospective tenants, and the building owners in space planning and estimating costs while maintaining established building standards
    - Familiarity with operating provisions enumerated in lease agreements and tenants compliance with these provisions.
    - Lease administration and regulatory compliance, including input into Timberline.
    - Assist Controller with accounts receivable including late fees, CAM reconciliations, defaults, and disputes
    - Accompany brokers and/or the Asset Manager on prospective tenant tours
- Operations Management:
    - Develop and implement plans and procedures covering building cleaning, landscaping, sprinkler and fire safety, utilities, and maintenance.
    - Develop proposals to initiate work and capital projects and oversee the timely construction of these projects in conjunction with the asset manager.
    - Negotiate, evaluate and administer service contracts for all suppliers and vendors.
    - Manage and assist in the oversight of construction projects. In some instances solely and in others working with the asset manager.
    - Regularly inspect tenant spaces, public, mechanical and ground areas to ensure property maintenance and cleanliness.
    - Provide technical assistance and advice on building operations systems including HVAC, electrical, energy management, plumbing, roofs, fire safety, ADA and other code issues, environmental issues, security and controls
    - Establish and implement preventative maintenance programs.
    - Maintain Property Management Databases
    - Approve work orders and payables. Track utility usage.
    - Coordinate township applications and occupancy inspections.
    - Assist with the acquisition and disposition of properties as it pertains to gathering, assembling, and logging of due diligence information as directed.

- Financial Reporting:
    - Review of monthly, quarterly and annual financial reports for our lenders and investors
    - Assist in budget preparation and analysis – focused on capital expenditures and operating expenses
    - Assistance in preparation and collection of annual CAM reconciliations
    - Proficiency with Timberline a plus.
- Prepare strategic plan for each asset in conjunction with ownership. Implement the plan, monitor progress and revise throughout the year as necessary.

Qualifications

The person for this position will have a minimum of 7 years of property management experience in commercial real estate, strong leadership, supervisory, and interpersonal skills, as well as exceptional organizational and multi-tasking skills with the ability to work independently. Proficiency in word, outlook and excel is required.

Successful applicant must show success in meeting or exceeding efficiency, financial, and service expectations. The individual needs to be professional, organized, reliable, self-motivated, courteous, patient and compassionate.

The level of responsibility and autonomy initially can vary based on a candidate's experience level. Position typically requires a Bachelor's Degree. Preferred but not required CPM, ARM, CCIM or other designations.

Behavior Requirements

- Ability to work with little direction, maintaining confidentiality and professionalism.
- Willingness and ability to learn additional software packages such as AIA and Timberline as required.
- Excellent interpersonal and communications skills.
- Ability to establish strong interpersonal relationships with team members.
- Professional demeanor.

To be considered for this career opportunity, please send resume and cover letter with salary history and expectations to resumes@endurance-re.com