

Holladay Properties
Job Description

Job Title: Assistant Property Manager

Division/Department: 515/Property Management

Reports To: Property Manager

Updated: October 2010

Location of job: Varies

Work Schedule: 8:00 – 5:00 pm

On-call

Exemption status: Non-Exempt

Salary range: DOE

.....
SUMMARY of duties and responsibilities:

The Assistant Property Manager works closely with the Property Manager in the day to day management of the commercial real estate properties in their portfolio in accordance with the Company's mission, vision and objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

- Correspond with tenants to address problems or complaints, as it relates to housekeeping, maintenance, leasing or accounting.
- Walk buildings and inspect for maintenance or janitorial issues. Please service requests and follow up on completion.
- Prepare monthly budget variance reports for the Landlord's review.
- Call tenants regarding collecting past due rents.
- Work with construction department and contractors to complete tenant improvement projects. Prepare specs and get bids for building improvements.
- Assist in budget planning
- Maintain sign systems and update s with tenant requests
- Work on monthly newsletters and other publications (Fire Plan, Tornado Manual)
- Enter E-time for on-site personnel
- MRI notes updated
- Review rent rolls for accuracy and compare with MRI rent roll
- Ensure locks changed and keys delivered to new tenants
- Documents incidents and makes sure report routed to all parties

Performs other related duties and assignments as required.

QUALIFICATIONS to include Education, prior work experience and specialized skills and knowledge:

High school diploma with some college helpful.

Real estate license or ability to obtain license.

Individual should have 2+ years experience in commercial real estate environment.

Individual should be familiar with Word, Excel and Outlook programs with Publisher and Digital Camera knowledge helpful.

MRI experience or ability to learn new programs quickly

Position requires continued education working toward CPM designation

Excellent grammar and clear written and oral communications skills are essential.

Employee should have good phone communication skills. Employee spends a considerable amount of time engaged in conversation or using listening skills.

Position requires the ability to prioritize, organize, productive time management, public relations and track daily operations. Previous exposure to all of these areas (on-site property management, lease negotiations, budgeting, public relations, basic accounting) are going to help individual in performing their job duties.

May be required to speak English and Spanish depending on location

Valid driver's license

PHYSICAL ENVIRONMENT general working conditions, can you meet these requirements or would you require any special accommodations.

Employee is required to walk premises, climb stairs, and possibly be in high places such as roof of building. Inspections could require being outside in inclement weather, but majority of time spent in office environment.

Employee may occasionally be required to lift or move items over 10 pounds.

RELATIONSHIPS/SUPERVISION

Individual reports to property manager but deals daily with tenants, maintenance, administrators, other HPSI employees, contractors and vendors.

PROMOTIONAL OPPORTUNITY

May progress to property manager if position opens up

Other (e.g., customer contact or access to confidential information):

Date Prepared