

CAREER OPPORTUNITY

Commercial Property Manager

JOB SUMMARY

If you have a proven track record of pro-active property management that results in added value for the properties you manage, then we would like to discuss our exciting new opportunity for a **Commercial Property Manager** with you.

RESPONSIBILITIES

- Extensive communication with commercial tenants, including administration and enforcement of commercial lease terms
- Timely resolution of delinquent accounts with tenants
- Extensive and timely correspondence and communications with owners, including preparation and distribution of monthly reports
- Preparation of budgets, property expense reconciliations, and other documentation and correspondence as required
- Procurement and administration of contracts with suppliers

QUALIFICATIONS

Demonstrated superior property management abilities, including the insight to appropriately balance tactful negotiations with aggressive advocacy based on the dynamics of each situation you face.

Exceptional organizational abilities and well advanced communication skills that enable you to execute effective management strategies with your commercial tenants.

Experience and education should clearly demonstrate your abilities in commercial property management in the areas of financial management, administration of commercial leases, tenant relations, and property management databases.