

Property Manager

📍 Scottsdale, AZ ⌚ Full-time



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We are seeking a highly motivated and experienced **Property Manager** to join our team. This role is responsible for the day-to-day operations and financial performance of a diverse portfolio of commercial properties. If you are a results-driven professional with a passion for leadership, tenant relations, and operational excellence, we want to hear from you!

Key Responsibilities:

- Oversee the operation, financial performance, and strategic management of a commercial real estate portfolio.
- Lead, supervise, and support property management staff; ensure consistent communication and performance feedback.
- Maximize property value through efficient operations, budgeting, cost control, and revenue enhancement.
- Administer and enforce tenant leases; address and resolve tenant issues, rent arrears, and service concerns.
- Prepare and manage annual operating and capital budgets; review financial performance and monthly reports.
- Approve invoices and monitor property expenditures to ensure accuracy and budget compliance.
- Conduct regular property inspections and implement necessary operational improvements.
- Manage vendor contracts, including negotiations, renewals, and performance oversight.
- Ensure all risk management practices are in place to minimize liability and insurance risks.
- Work collaboratively with the leasing team to support lease negotiations, renewals, and tenant onboarding.
- Stay up to date with industry trends and maintain active involvement in professional organizations such as BOMA.
- Participate in HR processes including performance reviews, training, staff scheduling, and performance management.

Qualifications:

- High School Diploma required; University Degree or College Diploma preferred.
- Arizona Real Estate License required.
- Designations such as CPM, RPA, or CCIM preferred (or in pursuit).
- Valid Driver’s License required.
- 5+ years of experience in commercial property management.
- Strong financial acumen and experience analyzing property financial reports.
- Proficient in property management software and general computer applications.
- Excellent leadership, communication, and conflict resolution skills.
- Proven ability to manage multiple priorities and meet deadlines under pressure.
- Skilled in vendor negotiation, tenant relations, and facilities oversight.

Why Join Us?

- Competitive total compensation package.
- Opportunity to work with a respected name in commercial real estate.
- Collaborative and supportive team environment.
- Career growth and professional development opportunities.
- Involvement in a dynamic portfolio with real impact on operational and financial success.

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