

ASSISTANT PROPERTY MANAGER

COMPANY DESCRIPTION

Southeast Venture is a full-service real estate company with three branches of service - real estate, design, and development. Guided by a mission of "Building Value by Valuing Relationships," we provide and coordinate delivery of brokerage, development, architecture, interior design, and property management services.

THE OPPORTUNITY

The Assistant Property Manager (APM) is responsible for overseeing the day-to-day operation for commercial buildings owned or under third party management by Southeast Venture. Our APM's are expected to assist in the management of a portfolio of multiple properties, typically totaling approximately 500,000 SF of commercial space. The APM's responsibilities include financial reporting of property's income and expenses, administration of leases, and working with experienced professionals in HVAC, electrical, plumbing, elevator repair and maintenance for the maintenance and operation of a commercial building.

RESPONSIBILITIES

The Assistant Property Manager will be expected to:

- Administer and maintain commercial leases, ensuring Tenant's and Landlord's compliance including rent collection.
- Review, approve, and code invoices for our in-house accounting department to maintain accurate records of accounts payable.
- Coordinate the repair and maintenance work of third-party vendors i.e., HVAC, elevator, plumbing, electrical, security and access, fire alarms and landscaping maintenance.
- Coordinate the efforts of our in-house maintenance personnel, understanding when a maintenance issue must be performed by an expert.
- Be on call for emergencies after hours as necessary or available for scheduled maintenance work which must be done before or after normal working hours.
- Maintain property database for building tenants and owners' associations.
- Production, distribution, and collection of invoices for certain limited property types.
- Help input and maintain certain leases into the lease management system Lease Harbor.

Depending on the experience level the APM may also:

- Assist in the preparation of an annual operating and capital budget for each managed property, under the direction of the Director of Property Management.
- Be the main point of contact with the Property Owner and tenants.
- Produce monthly operating reports explaining variances between actual and budgeted revenues and expenses and any other pertinent information about each property.
- Work closely with the leasing team to promote marketability of the properties. Be available for property showings with leasing team.
- Provide construction management for tenant build out projects and general building improvement projects,



including bidding, negotiation, and administration of construction contracts.

DESIRED QUALIFICATIONS

Required

- Minimum three years' experience working in a related commercial real estate service industry.
- Must be a "self-starter" with the discipline to manage your time without constant supervision. You should expect to spend approximately 25% to 40% work away from the office at the properties managed.
- Proficient in computer skills including Microsoft Outlook, Word, and Excel
- The ability to successfully manage conflict situations which can arise in a Landlord/tenant relationship.
- Ability to manage multiple responsibilities at one time under pressure.
- Available after normal business hours if necessary for a scheduled maintenance event or property emergency. The APM is typically first on the emergency call list (fire, break in, etc.)

Preferred

- An understanding of a real property asset's financial statements, including balance sheet and income statements, cash or accrual, accounts payable and receivable
- A thorough understanding of various types of commercial leases, including net, gross, modified gross, etc.
- Experience in property management software, such as Yardi, Timberline, Avid Exchange, and/or Lease Harbor.
- A high technical aptitude including an understanding of HVAC, electrical, plumbing, fire protection, security, elevator, and other building systems.
- Experience in the management of general construction projects, primarily for Tenant Build Out work.
- Experience in the management of property owner associations, either commercial or residential preferred.

BENEFITS

- Benefits include: competitive salary; full health, dental, life, short-term disability, long-term disability insurance; paid leave, and a 401(k) plan with matching.

Interested applicants should send resumes to

Adam Upton, Director of Property Management – aupton@southeastventure.com

Todd Alexander, Principal-in-charge – talexander@southeastventure.com