



FULL-TIME 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) coordinates the day-to-day operation of 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, totaling approximately 1.2 million square feet 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. The APM position is a great entry-level opportunity for anyone looking to get their start in the commercial real estate industry.

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.

DESIRED QUALIFICATIONS

Required

- Bachelor's degree required. Business- or finance-related major preferred.
- 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 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.
- Must be available after normal business hours for scheduled maintenance or property emergencies. The APM is



typically first on the emergency call list (fire, break-in, etc.)

Preferred

- Experience working in a related commercial real estate service industry.
- An understanding of a real estate asset's financial statements, including balance sheet and income statements, cash or accrual, accounts payable and receivable.
- An understanding of 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.

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 – auputon@southeastventure.com

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