

Assistant Property Manager

JOB DESCRIPTION

Job Title: Assistant Property Manager
Department: Property Management
Property: 100 Light Street, Baltimore, MD
Reports To: General Manager
FLSA Status: Exempt
SALARY:\$50-60,000

SUMMARY

Assists General Manager with the overall efficient operation of the property to maintain high tenant satisfaction and a positive public image of the property.

ESSENTIAL DUTIES/RESPONSIBILITIES include the following. Other duties may be assigned which are necessary for the smooth and continued operations of the company.

- Researches and resolves daily tenant concerns by communicating with the tenants on the phone, in writing, or in person in order to maintain high tenant satisfaction. Follows up with tenants on needed maintenance, repairs, and adjustments.
- Implements annual tenant relations program including lobby events for holidays, book sales and art sales in lobby, annual flu shots, monthly anniversary flowers, tenant lunches, etc.
- Conducts monthly inspections of common and tenant areas with janitorial personnel to ensure high quality cleaning services. Generates monthly cleanable square footage report for janitorial company.
- Conducts regular inspections of building common areas to ensure areas are kept in Class A condition.
- Assures that vacant spaces are kept tidy, clean, and presentable for showing.
- Reviews property expense computer entries for accuracy, facilitates preparation and manager approval of invoices for prompt payment. Prepares entries for accrual accounting.
- Assists manager with monthly and quarterly property financial reports for approval and submittal to owners.
- Assists manager with annual tenant operating expense reconciliation.
- Assists in preparing the annual budget for the

property by gathering expense information throughout the year and calculating future expenses based on historical information.

- Assists in checking tenant-billing worksheets in order to verify accuracy of the billings for Accounting.
- Prepares contract bid packages and awards contracts for senior management approval.
- Monitors the performance of service contractors working on the property in order to ensure adherence to work orders and the budgets. Requests and reviews the required insurance certificates in order to ensure adequate coverage in accordance with the contracts in place for the work being performed.

SUPERVISORY DUTIES:

Indirectly supervises all service contractors working on the property, and directly supervises all personnel in manager's absence.

KNOWLEDGE, SKILL AND ABILITY:

Requires a solid knowledge of accounting and contract administration principles, basic recordkeeping ability and management skills. Must have good listening and oral communication skills in order to communicate with the tenants, vendors, contractors, and building staff. Must have good written communication skills to compose correspondence and reports. Must have good vision in order to provide walking tours of the building, monitor contractors, and make daily rounds of the property.

EDUCATION AND/OR EXPERIENCE:

Bachelor's Degree (BA) from four-year college or university and/or related experience and training preferred.

OTHER SKILLS AND ABILITIES:

Must be proficient in various property accounting software applications such as MRI, ForeSight (budgeting), and Avid, general business software including Microsoft Office, Outlook, Word, Excel, and Power Point, and able to operate a variety of office machines such as copiers, printers, fax machines, postage meters, etc.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, governmental regulations, and documents such as office leases, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, tenants, customers, employees of organization, and the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts and apply fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to address and solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, stoop, kneel, walk, and talk or hear. The employee frequently is required to use hands, fingers, handle or feel, and to reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

QUALIFICATIONS:

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