

## **Assistant Property Manager**

Job Title: Assistant Property Manager  
Reports To: General Manager  
DOL/FLSA Status: Full-Time/Exempt

### **A. RESPONSIBILITIES AND DUTIES**

#### **Summary**

Assists General Manager with managing, directing, and coordinating operations for assigned RED Development asset(s). Accountable to protect, maintain, and enhance the value of assigned asset(s) in order to maximize the owners' financial return and for the benefit of the tenants, consumers, and the communities in which those assets are located.

#### **Essential Duties and Responsibilities**

- Primary responsibility is to direct and coordinate the operational activities of the assigned centers, including the direction of the day-to-day activities of loss prevention, risk management, safety/security, maintenance, landscaping, snow removal and tenant build-out.
- Assist with budgeting, reforecasting, and improving net income beyond approved budget.
- Assist with preparation and timely submission to owners of monthly reports and other periodic reports, in a format and on a schedule determined by the owner.
- Assist with the proper set up and termination of leases, the proper management of payables and receivables and the timely calculation, billing and receipt of operating expense escalations and CAM recoveries.
- Assist with collecting all billed rents in full and on time.
- Assist with ensuring effective cost control and profitability for center. Identifies problem areas and proactively works to improve performance. Assists with recommendations to annual operating budgets and executes plan within guidelines.
- Assist General Manager in maintaining communication with tenants to improve performance. Promotes effective business relationship to convey company operational policies.
- Assist with operation of each assigned property in a manner that provides the owner with optimum Net Operating Income.
- Assist with quantify and compare lease terms (rent abatements, TI costs, rental rates, etc.)
- Assist General Manager in approving all lease abstracts prior to entry into MRI.
- Assist General Manager in reviewing tenant accounts and originates adjustments for input into MRI.
- Assist General Manager in reviewing and approving all year-end tenant reconciliations.
- Assist with preparing narratives and variance reports to be distributed with monthly financial statements.
- Assist with ensuring compliance with lease requirements including operating requirements, hours of operation and use clause.
- Assist with minimizing risk by monitoring and managing property, tenant and vendor insurance requirements; claims processing; building security; life safety policies, procedures and training; and employee safety.
- Assist with ensuring compliance with OSHA. Monitors crime statistics. Ensures compliance with CMO procedures and applicable government regulations. Takes corrective action, as needed.
- Assist with contracts with outside vendors, including obtaining bids, executing contracts and executing purchase orders. Monitors contractor performance and approves payables.
- Assist with assuring compliance with contracts pertaining to assigned properties.
- Assist with establishing specifications, solicit and award bids for services from third party vendors. Periodically submit bids for service.

- Assist with contracts include management agreements, lease agreements, license agreements, service contracts and construction contracts.
- Assist with evaluating center for property needs and recommends improvements as required.
- Areas of emphasis include periodic inspections, preventative maintenance, code compliance (including ADA), energy management, vendor management, construction and design.
- Assist with overseeing the condition and maintenance programs of key asset systems, HVAC equipment, electrical equipment and property vehicles.
- Assist with monitoring on-site tenant construction for compliance with approved plans. Works proactively with others to ensure minimal revenue loss from commencement dates.
- Assist with management and preparation of vacant space (in ready to show condition at all times) as well as specialty leasing.
- Assist with maintaining positive relationships with local community. Has good working knowledge of political and regulatory changes that may impact center operations. Takes corrective action and informs others as needed.
- Other duties as assigned.

### **Supervisory Responsibilities**

Assist General Manager with hiring, training, and supervising center personnel. Ensures compliance with company personnel policies and applicable laws.

May supervise non-exempt, exempt or professional employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include recruiting, interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding, counseling and disciplining employees; addressing complaints and resolving problems.

## **B. QUALIFICATIONS**

### **Education and/or Experience**

*Required:* Bachelor's degree from four-year college or university; 5+ years related experience and/or training. Basic understanding of accounting and accounting principles. Excellent verbal and written communications skills. Customer service and/or customer contact experience. Fluency in basic computer skills (Microsoft Word, Excel, Outlook). Financial analysis skills. Ability to respond to emergencies at any time.

Must have thorough knowledge of commercial real estate including a broad understanding of finance, leasing, legal, construction, the day-to-day operations of maintenance, security and housekeeping functions, and the tenant relations requirements of managing retail and office properties.

*Preferred:* Two to three years Property Management experience.

### **Language and Communication Skills**

Strong written and verbal skills. Ability to understand and carry out industry specific written and oral direction. Positive, innovative approach to problem solving. Presents ideas in a clear, concise, understandable, and organized manner; negotiate, persuade, and modify opinion in order to reach the goals/objectives of the organization.

Ability to communicate effectively with tenants, vendors, employees and managers regarding center operations or personnel issues to ensure the smooth operation of the center.

**Reasoning Ability**

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to prepare detail budgets and operating forecasts and analyze monthly reports for conformance to budgetary guidelines.

**Other Skills and Abilities**

Proven ability to work independently as a leader and as a team member. Ability to work in an organized, efficient manner with a high level of accuracy, attention to detail, and follow-through.

Ability to exercise judgment and discretion is critical to success. Must be able to cope with shifting priorities, difficult situations and deadlines.

Ability to work a rotating schedule during the hours of center operation.

**Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and a variety of other technology.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms and requires the ability to occasionally lift office products and supplies up to 20 pounds.

**Disclaimer**

This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.