

Cushman & Wakefield is the world's largest privately held commercial real estate services firm. Founded in 1917, it has 253 offices in 60 countries and nearly 15,000 employees. It offers a complete range of services for all property types, including leasing, sales and acquisitions, equity, debt and structured finance, corporate finance and investment banking, corporate services, property management, facilities management, project management, consulting and appraisal.

It is our policy to afford equal employment opportunity and, as such, we the most talented professionals and invest in superior resources and technologies. The talent of our extraordinary people and the culture and business approach we foster, coupled with the exceptional, creative services we provide and the results we deliver worldwide for owners, occupiers, and investors are what distinguishes Cushman & Wakefield.

Cushman & Wakefield is currently seeking qualified candidates for the following position:

Portfolio Manager – Boston, MA

Job Summary

Under limited supervision manages the operations of a property portfolio including customer service and support, financial performance, staffing and development, reporting and training in addition to involvement in acquisitions and third-party management and development.

Principal Responsibilities

Responsible for maintaining desired internal financial benchmarks for each asset within the portfolio including occupancy levels, income levels, delinquency percentage, IRR and cash flows; creating customer service programs for external and internal clients; managing financial performance by maintaining acceptable P&L performance through the development of overall operating procedures and policies; providing input in asset management decisions and scheduling of capital expenditures; reviewing and presenting information to owners and investors including monthly financial reports, performance reports, annual budgets and business plans. May be involved in new acquisitions, third party and development by providing insight, analysis, proforma, marketing evaluation, staffing, capital planning, GRP growth, etc.

Qualifications & Required Skills

Bachelors degree in business management, engineering or a related field and minimum of five years of multi-site property management experience required; CPM or RPA designation preferred.

Must be highly organized with superior verbal, written and presentation skills. Ability to multi-task with good organization and follow-up skills needed; customer service orientation. Excellent computer skills including Word, Excel, Outlook and budgeting software; YARDI a plus. Familiarity with various real estate disciplines including construction, information systems and accounting. Must be able to communicate the company vision effectively.

If you have the skills necessary to thrive in a fast paced environment, we offer a competitive salary, excellent benefits package and a genuine career opportunity.

To apply please visit:

<https://cushwake.taleo.net/careersection/ex/jobdetail.ftl?lang=en&job=1401609&src=JB-10060>

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