

## **ASSISTANT PROPERTY MANAGER - POSITION SUMMARY**

Assistant Property Manager for two prominent commercial real estate properties located in Quincy. The properties combined are approximately 390,000 sqft comprised of Class "A" Office, Medical Office and Educational Institution. Previous experience in commercial real estate management is necessary. This position is fast paced to include tenant interaction, vendor coordination, project management, leasing, management of staff, and requires excellent organizational and customer service skills.

Responsible for interacting with customers, vendors and others to help achieve all property goals. Responsible for assisting the Property Manager with the daily operations and management of the property in order to maximize the performance of the asset, while maintaining favorable customer relationships.

### **PRIMARY JOB DUTIES**

1. Provide service to our customers in a professional and courteous manner.
2. Assist in the solicitation of bids from vendors, and the awarding of contracts for work performed in the building; maintain a working knowledge of all vendor contracts and ensure compliance with same.
3. Coordinate and track tenant service requests with the building technicians and service vendors.
4. Solicit proposals from vendors regarding specific projects; coordinate various projects with vendors and building engineers.
5. Compile and maintain complete lease files on all tenants including tenant move-in information and accounting correspondence.
6. Administer all property related service contracts. Coordinate all vendor activities.
7. Administer fire life safety program to our customers; assist with the training of all property occupants.
8. Work with Property Manager to prepare financial reports to include monthly variance and quarterly reports. Responsible for assisting the Property Manager with the coordination and preparation of the annual operating and capital budgets.
9. Assist in the preparation and oversight of all operating expenses to include assisting in developing the annual operating budget.
10. Supervise the activities of the company staff.
11. Coordinate move-in activities, tenant welcome gifts and tenant appreciation events.
12. Regularly tour and inspect buildings, grounds, and tenant spaces.
13. Assist in coordinating and administering all capital improvements and tenant improvement projects.
14. Update tracking sheets regarding all certificates of insurance for tenants and vendors.
15. Maintain updated emergency and tenant contact lists.
16. Meet with tenants on a regular basis to ensure that services are meeting their expectations.
17. Preparation of tenant bill backs, lease abstracts, rent roll. Collection of tenant and vendor/contractor COI's.
18. Assist Property Manager as needed to fulfill property goals and perform property management responsibilities as directed.

### **Other Job Duties**

1. Participate in civic and business organizations. Attend BOMA and/or IREM programs and activities. Maintain relationships with representatives of government, public service organizations, tenants and vendors as necessary to the overall management of property. Engage in other outside activities that are consistent with company and owner responsibilities to the community and industry.
2. Obtain and/or provide information for due diligence reports pertaining to potential office building acquisition in local area upon request.
3. Perform other duties as assigned.

## Skills, Education and Experience

A bachelor's degree in business administration, real estate, finance or a related field is required; CPM and/or RPA designation is preferred. A minimum of two to four years' experience in property management, to include construction management and leasing experience of Class A properties is required. Excellent written and verbal communication is required in addition to strong planning and organizational skills. Familiarity with the use of PC and proficiency using Excel is preferred.

Please apply to this job at:  
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