

KeyPoint Partners, LLC
1 Burlington Woods Drive
Burlington, MA 01803
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Property Manager
Burlington, MA

Join the area's premier commercial real estate service firm as our portfolio expands.

Work with Property Owners, Staff, Accounting, Leasing, Facilities, and Construction teams to develop and manage service issues related to assigned properties, including financial objectives, operating plans, and preparing property business plans. Monitor and review expenses, budgets, cash flow, and leasing. Assist and coordinate with owners, attorneys and buyers during due diligence periods. Utilize industry knowledge in implementing risk management practices, insurance policies, preventive maintenance and security programs.

Report to Vice President of Property Management.

College Degree, 5 - 7 years related experience. Excellent management skills, computer literacy including basic office software required. Timberline, MRI, and Yardi a plus. Must have excellent interpersonal, verbal, and writing skills to interact throughout company on all levels, and with clients. Individual must understand commercial real estate business environment. Retail property management a plus.

Company offers competitive healthcare, dental, and 401(k) plans. Tuition reimbursement and on site fitness center available. Company provides weekly Monday morning breakfast, semi-annual outings and office events.

KeyPoint Partners is an equal opportunity employer, offering excellent working conditions and a competitive benefits package.

Please submit your resume to hr@keypointpartners.com.

Click visit our website at <https://www.keypointpartners.com> for detailed [Job Description](#).