

Butterworth & Company

CAMBRIDGE - Assistant Property Manager

JOB DESCRIPTION

Position Summary

Butterworth & Company is currently conducting a search for a commercial property management professional to manage two highly visible multi-tenanted mixed-use commercial buildings in Cambridge including office and retail tenants. Our Client is a well-established and respected publicly traded REIT with a national portfolio of office properties focused in eight premier US cities. With a strategy to acquire, retain, and grow this region in the long term, these are important assets for our Client. They have an ongoing commitment to acquiring quality assets and to maintaining/improving their portfolio while providing a quality experience for their tenants. Our Client has an excellent reputation and folks that work there describe this REIT as one of the best companies to work for in the real estate industry.

The Assistant Property Manager position will have day to day responsibility for two Cambridge assets including day to day operations, vendor management (overseeing bids, review, contract management and project oversight), budgeting and tenant relations. The desired candidate should be familiar with property management, day to day operations, vendor management, tenant relations, budgets and capital projects.

This is an excellent opportunity to join a top real estate company committed to growing their Boston portfolio. The role allows the opportunity to learn how to manage and operate Class A office buildings, with a strong mentor to further develop your career. In

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addition to candidates with commercial property management experience, my Client is open to candidates with project management or residential property management experience. The successful Candidate must be an energetic self- starter, who is highly organized, a good communicator, detail oriented, able to manage multiple priorities, work independently and meet deadlines.

Our Client offers a competitive salary, bonus and a very comprehensive benefits program.

To learn more please contact:

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All inquiries & conversations will be considered strictly confidential.

EOE/MFDV