

## **Harvard University**

04-Oct-2018

### **Property Manager**

Campus Services

47185BR

### **Duties & Responsibilities**

Reporting to the Sr. Property Manger (by zone), directs operations & tenant services associated with properties as assigned within the U&C building portfolio, responsible for assigned portfolio performance as it relates to financial accountability. Works with assigned property management team to oversee routine & preventive maintenance; responsible for emergency repair service. Supports building renovations & new construction from planning through completion. Supervises Property Operation Assistants & service contract providers in repair & maintenance of buildings/systems. Directs architect & consultant services. Prepares & monitors operating budgets for buildings in portfolio. Develops and administers capital plans & budgets. Works with leasing agents & administers lease provisions. Works with Contracts Coordinator to develop specs, bidding & awarding of contracts. Prepares cost estimates. Resp. for regulatory compliance including but not limited to EPA regulations, OSHA, life safety codes, environmental monitoring & university requirements.

### **Basic Qualifications**

BS/BA Engineering/Business or related field pref. 5-7 yrs on site exp. managing complex, multi-tenant, multi-use facilities. Commercial/industrial lease management w/lease interpretation exp. Knowledge of property accounting & financial processes. Proven knowledge & working exp. of MEP systems. Exp. managing a staff of real estate professionals & demonstrated success working in a team environment. Ability to work with a varied tenant base & occupants with demanding requirements. Able to work under pressure & meet deadlines. Experience in working with real estate accounting reports & systems. Excellent customer service, organizational, written & communication skills. Knowledge of Windows, Word and Excel. HRES requires pre-employment reference and background screening

***Emergency Status Designation:*** Critical

### **Job Function**

Facilities

### **Sub Unit**

Harvard Real Estate

### **Location**

USA - MA - Cambridge

**Department**

Harvard Real Estate

**Time Status**

Full-time

**Union**

00 - Non Union, Exempt or Temporary

**Salary Grade**

057

**Pre-Employment Screening**

Criminal, DMV, Drug Testing, Education, Employment, Identity

**Schedule**

Monday - Friday

**EEO Statement**

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.

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