



JOB TITLE: PROPERTY MANAGER

JOB SUMMARY: The Property Manager is responsible for managing the day-to-day operations as well as executing long range plans for buildings at an assigned region within the portfolio. The Property Manager will supervise onsite staff members, develop strong tenant relationships, participate in budgeting, and contracting for both R&M and large CapEx projects. This position reports to the Senior Property Manager.

ESSENTIAL JOB FUNCTIONS:

- Carry yourself in a professional manner as the face of operations and on-site representative for JCM at the building.
- Operate as a liaison between tenants and contractors, overseeing and help manage all renovations and buildouts on site of property.
- Assist with all leasing and marketing efforts for assigned portfolio.
- Maintain great working relationships with municipalities, ISD, Local FD, Board of Health, Planning board, etc.
- In conjunction with the Chief Engineer, identify and implement ECM's.
- Develop and manage annual operating budgets specific to R&M line items.
- Working knowledge of JCM portfolio including properties, staffing, utilities, IT infrastructure, amenities, life safety measures and property specific mechanical systems.
- Collaborate with Accounting Team to insure accurate financial reporting including AP & AR functions.
- Understanding and familiarity with Phase 1, PCR, Title, Survey and Zoning Ordinances.
- Actively participate in contract bidding and vendor management i.e. i.e. negotiate contracts, delinquencies, renovations, build outs, etc.
- Inspect common areas, vacant units, and grounds to determine necessary repairs and maintenance, including submitting property inspection reports.
- Oversee and actively participate in tenant management i.e. assist with lease abstracts, lease file organization, COI's, etc.
- Generate and manage Tenant Move In /Move Out Inspection reports and checklists.
- Manages tenant service requests in such a manner as to reduce work orders and eliminate recurring problems.
- Communicate effectively with team members, owner, owner's representative, or supervisor on any work performed and present status of the property.
- Foster a work environment that promotes energy conservation and continuous improvement of engineering functions.
- Comply with safety and environmental procedures, specifically hazardous communications program, lockout-tag out programs, operations and maintenance programs and directives.

- Assist with staff management, including recruitment, mentoring, performance management, and assist staff in building a cohesive team to achieve the property's goals and objectives.
- Assist Acquisitions Team as directed.
- Assist Asset Management Team as directed.
- Attend industry related events on behalf of company to strengthen relationships in the marketplace.
- Perform all other duties and projects as assigned by management.

QUALIFICATIONS:

- Bachelor's Degree preferred.
- Experience with Microsoft Office, Building Engines, AVID Xchange, and Yardi a plus.
- Must have strong leadership skills, work ethic, self- motivated, be able to work independently, and be proactive.
- Must be able to work in fast paced environment.
- Minimum of three years related work and management experience required

TO APPLY: Please email JNorton@jumbocapital.com