



JOB DESCRIPTION

POSITION TITLE: Property Manager for Life Science Portfolio

REPORTS TO: General Manager

DUTIES AND RESPONSIBILITIES:

The Property Manager is responsible for all the day to day operations of a busy Life Science Campus including but not limited to administration of tenant leases, vendor contracts, oversight of property management, engineering, janitorial, and security staff, billing and collecting tenant receivables, generating monthly reports for Owner, preparing annual budget preparation and assisting the General Manager with associated duties as necessary.

Operations

- Supervise on-site staff, resolve property management/operational issues.
- Track and manage all tenant work orders. Communicate to tenants when completed.
- Conduct property tours with engineers weekly. This includes common areas, mechanical areas and vacant suites.
- Maintain tenant relations with regular tenant visits and phone calls.
- Act as liaison between construction manager and tenant during build-out phase of tenant suite.
- Vendor contract oversight, including bidding and maintaining vendor files.
- Scheduling of periodic tasks and preventative maintenance; conducting periodic meetings and tours with all vendors.
- Upkeep of property emergency call lists including Tenant, Vendor, and LPC Calls lists; as well as life safety vendor call lists for after hour emergencies.
- Oversight of security systems including cameras and card access equipment.
- Coordination and preparation of tenant events.
- Responsible for tracking and obtaining all required tenant and vendor Certificates of Insurance to meet owner requirements.
- Manage and oversee upkeep of information for Energy Star database and all City or Client required databases including energy ordinance information.
- Maintain all client databases for the property including property work order system.
- Prepare incident reports for any tenant or property claims; communicate to the appropriate insurance company and client.

- Maintain the regulatory checklist
- Contracts for all lab services
- Preparation of the Tenant Manual and Rules and Regulations for the property

Lease Administration

- Fully Abstract all New Leases and Amendments and input all pertinent information into the Properties Leasing and Accounting software for billing and tracking purposes according to client requirements.
- Compile and maintain complete Lease files on all tenants including tenant move-in information, COI's and accounting correspondence.
- Coordinate move in activities, tenant welcome gifts and tenant appreciation events.
- Distribute all new move in information and property information to tenants upon lease execution and arrival in building.

Financial

- Accounts Receivable and Accounts Payable
 - Set up tenant billing and bill tenants monthly for rent, operating expenses, miscellaneous charges including utility sub-meter billing, work order charges and any late fees.
 - Monthly collections of all tenant receivables.
 - Deposit daily receipts of rent payments and enter into accounting software for correct tracking of tenant receivables.
 - Coordinate month end closing with Property Accountant including, closing reports, accruals, and monthly report preparation.
- Maintain and utilize purchase order log for all purchases.
- Prepare monthly operating reports for client.
- Assist in preparation of annual budgets.
- Understanding of operational and Real Estate tax estimates and reconciliations
- Familiar with triple net expense pools.



Requirements

- Strong Interpersonal, organizational skills
- Basic understanding of accounting
- Must be able to multi-task, prioritize and be self sufficient
- Detail orientated
- Must be customer orientated, professional and courteous with an excellent phone etiquette
- 2 - 4 years + role of property manager, accounting and lease administration
- College degree preferred
- Life Science experience preferred

Compensation & Benefits

Competitive salary based on experience.

We are pleased to offer comprehensive benefits including medical, dental and vision insurance, flexible spending accounts, company-paid life insurance, short and long-term disability as well as 401k plan with match.

Please CLICK below to submit your resume

HNivaud@LPC.com

Hazel Nivaud, Office Manager