

Property Manager

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Synergy, a leading Boston commercial real estate firm, is seeking a Property Manager to lead the management of an assigned portfolio of properties. Candidate must be organized and professional with the ability to multi-task, communicate effectively and implement a property operations plan. The ideal candidate will have demonstrated success in leading through best practices, meeting operational and financial objectives, and managing first-class relationships, as well as a strong work ethic and 3-5 years of experience in property management. All responses treated with utmost confidentiality. Position reports to Vice President, Property Management.

In addition to competitive salary and benefits, we offer interesting work, a collegial environment, and an excellent opportunity to develop strong skills and grow professionally. Those who have joined us from other firms find direct access to leadership teams very rewarding. Our office is located in the heart of the city with easy access to several MBTA T-stops including South Station, Downtown Crossing, State, and Government Center.

Synergy Financial, LLC (synergyboston.com) is a full-service real estate investment and operating company primarily focused on the Boston market. We are one of the largest and most active landlords in the city and our growing portfolio of approximately 6 million square feet provides space to more than 400 businesses and organizations. We are active members of the Boston business community and have been recognized as Landlord of the Year by the GBREB Commercial Brokers Association (CBA). We are also proud to support numerous organizations that make a positive impact in our city.

Essential Duties & Responsibilities

- Provide overall property management leadership through the development and interpretation of policies and programs, coordination of information flow and marketing of property management strategy.
- Accountable for all aspects of the day-to-day operation of assigned properties.
- Constant interaction with tenants, proactively responding to their needs; focus on relationship development and achieving a high level of tenant retention.
- Fiscal administration, including the preparation of annual operating budgets, capital planning, monthly and quarterly financial reporting, CAM and real estate tax reconciliation billing; overseeing collections, and managing income/expenses to exceed NOI goals.
- Engage contractors and in-house Engineering group to service the property in accordance with lease requirements and company standards.
- Coordinate and supervise tenant improvement and other capital projects as assigned.
- Monitor and enforce tenant lease obligations.
- Assist with the execution of portfolio-wide initiatives, including asset transitions, projects and strategic planning.
- Ensure compliance with in-house policies and procedures, building codes and regulations.
- Oversee timely execution of the Emergency Response Planning.
- Perform regular inspections of managed properties in accordance with pre-established schedules; recommend and coordinate necessary maintenance projects.

What we're looking for in you

- Bachelor's Degree or equivalent to appropriate 4-year college program.
- Proven record of providing excellent internal and external customer service.
- A minimum of 3+ years of progressively responsible commercial office property management experience required.
- Ability to execute "best in class" building operations, with a strong technical understanding of mechanical, electrical and plumbing (MEP) systems as well as a solid understanding of structural design concepts.
- Strong interpersonal skills and problem-solving ability.
- Excellent oral and written communications skills, including presentation skills.
- The qualified candidate will be detail oriented, able to handle multiple projects simultaneously, extremely professional, and customer service oriented.
- Solid financial analysis and reporting capabilities.
- Proficient in MS Office, and Yardi experience a plus.

We offer competitive salary and benefits, including medical, dental, vision, life, STD & LTD insurance, 401(k) plan with company match, and free gym membership.

Synergy is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status. We are unable to support sponsorship for work authorization and Visas at this time. Background checks required.

All vendors must have a signed Synergy Placement Agreement. All unsolicited resumes sent to Synergy will be considered property of Synergy. Synergy will not be held liable to pay a placement fee.

APPLY: Interested candidates should click the job link below to apply.

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