



TEN POST OFFICE SQUARE
14TH FLOOR
BOSTON, MA 02109
P. 617 204 9506

Senior Vice President, Property Management

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Synergy, a leading Boston commercial real estate firm, seeks a Senior Vice President of Property Management to oversee and lead the property management and building engineering teams for a portfolio of over 6 million square feet, across 50 properties, composed of commercial office, retail, hospitality, and multi-family properties. This multi-disciplined team is composed of property managers, building engineers, MEP technicians and support staff. Applicant must 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 15+ years of experience in property management. The Senior Vice President of Property Management is a key member of the leadership team and plays a prominent role in furthering Synergy's growth and meeting its strategic objectives. All responses treated with utmost confidentiality.

In addition to competitive salary and benefits, we offer a collegial work environment and an excellent opportunity to continue to develop strong skills and professional growth. Those who have joined us from other firms find the tight-knitted team culture and direct access to leadership very rewarding.

Synergy (synergyboston.com) is a 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. 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

- Develop, execute, and meet all operational, financial, and development objectives for the property management and building engineering team. Perform reviews and provide necessary feedback and direction for annual budgets, monthly and quarterly reports, operational reports and other periodic reports as needed for properties in the portfolio within prescribed timeframes.
- Recruit, hire and effectively manage property management and building engineering professionals as needed to meet department staffing needs.
- Develop, administer, and deliver "best in class" property management and building engineering services to all tenants and clients.

- Demonstrate excellent customer service skills when interacting with clients, owners, tenants and vendors to ensure efficient, consistent, and reliable services.
- Collaborate with members of the Sr. Leadership Team and lead property managers in the development and successful execution of a strategy for each asset in the portfolio and ensure annual plans for each property are consistent with the long-term strategy.
- Maintain a strong understanding of and ensure compliance with local laws pertaining to building codes and regulations.
- Ensure that all provisions of third-party contracts are met and administered in a timely manner.
- Ensure lease document provisions are known and appropriately enforced.
- Regularly meet with and provide direction to property management and engineering team to ensure building operations are in accordance with Synergy's standards and procedures.
- Maintain emergency response plans and ensure policies are in place for each property.
- Effectively communicate with in-house professionals responsible for asset management, leasing, construction, and accounting and effectively solve problems.

Qualifications:

- Bachelor's Degree in business, finance, or real estate related field.
- 15+ years' experience managing multiple property management teams or a large-scale commercial portfolio.
- Strong financial acumen and experience preparing budgets, CAM reconciliations and other types of related financial reports.
- Proven ability to motivate and effectively manage employees.
- Demonstrated leadership success in responding to and managing building emergencies.
- Proven record of excellence in communication, attention to detail and response to clients' needs.
- Strong organization and time management skills to handle multiple tasks and assist others in meeting deadlines.
- Technically proficient in Outlook, Excel, and familiarity with Yardi and Building Engines is a plus.

We offer competitive salary and benefits, including medical, dental, vision, life, STD & LTD insurance, and 401(k) plan with company match. We are unable to support sponsorship for work authorization and Visas at this time. Background check required.

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.

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.
[**SVP, Property Management**](#)