



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

Assistant Property Manager, Commercial Office

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Synergy, a leading Boston commercial real estate firm, is seeking an **Assistant Property Manager** to support 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 1-3 years of experience in property management. 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

- Maintain a high level of communication with tenants and vendors; provide prompt response to tenant questions, including maintenance complaints, etc. and keep Property Manager informed of service issues.
- Assist with the monthly accounts receivable billing and collection processes.
- Prepare vendor invoices for approval and processing; research and resolve outstanding vendor accounts payable issues.
- Coordinate regular service and project vendors to minimize tenant interruption and provide consistent, first-class service.
- Prepare bid requests, vendor service agreements and miscellaneous tenant billings; coordinate timely submission of all documents for approval.
- Maintain standard lease and property files.
- Assist with the preparation of monthly financial reports, annual operating budgets, CAM and real estate tax reconciliation billings.
- Aid with the supervision of in-house maintenance staff and outside vendors; coordinate internal and external maintenance service projects.

- Manage certificate of insurance database for Tenants, Vendors, and others performing work on site and ensure that COIs are current and limits meet property requirements.
- Perform routine property inspections.
- Prepare reports for Property Managers.

Qualifications:

- Bachelor's Degree or equivalent to appropriate 4-year college program.
- 1-3 years' experience in commercial property management preferred.
- Proven record of excellent customer service.
- Strong verbal and written communication skills.
- Familiarity with basic financial reports, accounts receivable, and accounts payable processes.
- Proficiency in MS Office and Yardi. Familiarity with Building Engines 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.

[Assistant Property Manager](#)