

Position: Assistant Property Manager

Company Overview:

Brand Real Estate Services is an established full-service commercial real estate firm committed to the success of our clients. We are strategic stewards of a diverse portfolio of over four million square feet of retail centers, office buildings, flex properties and land through the Southeast. Our uniform commitment to client service and entrepreneurial spirit set us apart. We specialize in asset and property management, landlord leasing, tenant representation, investment sales, as well as construction and redevelopment in partnership with our sister company, Brand Properties.

Job Description:

The assistant property manager is responsible for assisting the property management team in the overall administration and operation of the properties with respect to the organization of vendors/contractors, owner and tenant information, and policies and procedures.

Summary of Primary Responsibilities:

Reviews vendor/contractor invoices for accuracy as needed/when requested and facilitates preparation and manager approval in order to facilitate prompt payment.

Supports as necessary the accounting team and/or property manager in investigating tenant delinquencies by contacting the tenant and/or accounting in order to ensure prompt payment or to learn the status of the delinquencies.

Assists in preparing the annual budget for the properties by gathering and organizing expense information throughout the year and calculating future expenses based on this historical information.

Acts as back-up to the various property managers when they are out of the office for extended periods.

Additional Duties/Responsibilities:

Assists in preparation of or prepares monthly property financial reports as requested

Carries out mailings (e.g., SNDAs, Estoppels, Move-In/Commencement letters)

Tracks and follows up on Certificates of Insurance

Implements and Manages Building Engines

Sets up utilities at new properties and tracks and follows up on tenant HVAC maintenance contracts

Transitions hard copy files to e-filing system

Organizes vendor/contractor databases

Updates and distributes monthly property management lists

Fields/screens calls to PM department coming from reception.

Supports the preparation of annual operating expense, CAM, Tax and insurance reconciliations as requested

Carries out Assistant Property Manager responsibilities for One Sugarloaf Center

Other duties as assigned

Qualifications:

Four year degree preferred; three years relevant work experience

Must be a self-starter, self-disciplined, and highly organized

Proficient in certificates of insurance, invoice processing, Microsoft Word, Outlook, Excel and MRI

Excellent verbal and written communication skills

Dependable, strong work ethic and ability to work well with clients and BRES team

Interested parties, please respond to pfreeman@brandproperties.com