

Position: Senior 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, mixed use, industrial, 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 senior property manager is responsible, both directly and indirectly through other team members, for maximizing the value of a portfolio of assets, both physically and fiscally, based on the specific goals of the owner, through the provision of excellent tenant service, effective administration of leases, skilled management of staff and vendor contract relationships, and successful partnering with accounting and leasing teammates. They are also tasked with partnering with the EVP of PM to mentor and grow those reporting up to them and contributing leadership to the department as a whole through the establishment of best practices, policies and procedures.

Summary of Primary Responsibilities

Support successful tenancy through the provision of timely, considerate and high-quality service
Maintain positive/professional relationships with tenants to ensure lease compliance, including legal proceedings as necessary
Partner with and enjoy accounting and leasing teammates to ensure a seamless/holistic stewardship process
Carry out periodic property inspections in order to guarantee contractor performance and remain aware of conditions
Manage and learn from vendors/contractors to guarantee quality and value are achieved
Prepare and adhere to annual capital/expense budgets and act as review point for reconciliation process
Schedule and manage capital and expense work to comply with budget timing
Prepare portions of monthly reports, including explanation of budget variances
Support and contribute to a positive and enjoyable working environment
Live out the Brand Real Estate Services values of: Integrity, Stewardship, Team, Trust, Innovation and Community
Other duties as assigned

Qualifications:

A Bachelor's degree
10-15 years' experience in managing office and retail
Medical/mixed use/industrial experience a plus.
Deep understanding of budgeting/reconciliation process
Experience managing and mentoring others
Real Estate License required; RPA, CPM, CCIM, or LEED recognitions preferred
Must be a self-starter, self-disciplined, and highly organized
Proficient in Microsoft Word, Outlook, Excel and MRI
Excellent verbal and written communication skills
Dependable, strong work ethic and ability to work well with clients and our team of Property Managers, Accountants and Leasing Agents

Interested parties, please respond to pfreeman@brandproperties.com