

Property Manager

Job Description

Overview:

Location: Chicago, on-site

Ameritus LLC is a uniquely positioned commercial real estate investment and service firm based in Chicago. The firm invests in and operates commercial and multi-family real estate with a focus on Midwest markets where its knowledge and relationships create a competitive advantage. For further information, visit www.askameritus.com.

We are seeking an experienced **Property Manager** to help oversee our growing portfolio of office buildings located in Chicagoland.

The Property Manager reports directly to the Senior Property Manager (SPM), Asset Manager (AM), and works directly with the Building Engineers and Construction Manager to provide support and coordination as needed to all team members. It is the responsibility of the individual to not only exhibit exceptional client service when communicating with tenants, prospective tenants, vendors and team members, but also to focus on productivity, efficiencies and results. The position is expected to assist the AM and SPM in the implementation and administration of policies, procedures and programs on a day-to-day basis that will assure that all projects are well managed and executed. Team members are expected to assist with additional assignments that may be requested by direct supervisors and to take initiative in lending assistance to other members of the team. **This role is pivotal to the success of the downtown portfolio and our overall Mission of Ameritus.**

Responsibilities:

Building Operations/Administration

- Responsible for all property operational activities in a given portfolio of buildings
- Conduct full property inspections on a regular basis
- Ensure maintenance and property appearance of the highest possible standards are upheld
- Perform and/or assist in the timely execution of building renovations and tenant improvement work
- Oversee all contracts/vendors (including proper documentation).
- Oversee vendor service contracts, construction contracts and service orders.
- Responsible for vendor competitive bidding. Prepare RFPs, collect proposals and create bid comparison worksheets for higher level review.
- Oversee all new tenant move-ins to assure proper completion and tenant occupancy dates are met
- Develop tenant relationships through frequent, in-person interactions
- Ensure that tenant services are provided according to all lease documents
- Promote good will, provide high quality service, and anticipate and solve problems
- Plan and implement monthly tenant events and experiences
- Act as a liaison between tenants and building owners
- Assist with the acquisition and disposition of properties as it pertains to gatherings, assembling and logging of due diligence information as directed by SPM or AM
- Perform other duties as may be assigned from time to time

Financial

- Develop and manage the annual budgets for assigned properties
- Track budget –vs- actual costs for operating expenses (i.e. one-time projects, tenant improvements, capital improvements, etc.)
- Review monthly operating reports and explain budget variances
- Review of recurring charges/miscellaneous billings/AP approval
- Review of monthly rent roll for accuracy and communicate discrepancies to accounting
- Oversee monthly rent collections
- Work with accounting on reconciliation process for CAM, insurance, and real estate taxes

Requirements:

- Bachelor's Degree
- Three or more years' experience in commercial real estate
- RPA or CPM designation a plus
- Strong proficiency with property management software (Yardi, MRI, Angus, etc.) and MS Office applications (Word, Excel, PowerPoint, Outlook)
- Ability to work in a fast-paced and collaborative environment
- Ability to communicate effectively and professionally, both oral and written, with owners, tenants and coworkers; ability to develop and sustain cooperative working relationships; professional phone manner; mature and self-motivated team player with good conflict-resolution skills; committed to personal growth and integrity aligned with company objectives.
- Decision Making Skill – Able to resolve problems using facts and sound reasoning; able to achieve goals using a strategic approach; proven innovation with a willingness to manage and adapt to change.
- Willingness to assist other Team Members as needed

Ameritus supports and promotes the Development of its Employees through continuing education in the form of Classes, Educational Events, networking events, continuing education and tailored educational programs.

Applicants should send a resume and references to careers@askAmeritus.com.