

## Senior Property Manager

**NAI Merin Hunter Codman**, one of South Florida's leading privately owned commercial real estate firms, seeks experienced **Senior Property Manager** for properties located in Northern and Central Palm Beach County. The successful Sr Property Manager candidate will have a background in property management, operations, and construction management for Class A office buildings in South Florida. The Senior Property Manager must "think like an owner" and have the ability to lead the project team.

### Essential Duties and Responsibilities:

Responsible for the day-to-day operations of the project including, financial reporting, lease administration, maintenance, and repair, janitorial, security, engineering and life-safety and overseeing third party contractors and an onsite building and maintenance staff.

- Prepare monthly management and financial reports required for institutional ownership and lenders.
- Responsible for annual budget preparation and year-end reconciliations.
- Review and approve all contracts, expenditures, and purchase orders related to the property.
- Solicit bids from vendors for work performed in buildings, analyze, and negotiate bids and award contracts; maintain a working knowledge of all vendor contracts and ensure compliance with same.
- Have sufficient knowledge of construction to assist in overseeing all tenant improvement and construction work to ensure that all capital projects are completed on time and on budget and are performed in accordance with building standards, applicable lease provisions and local code enforcement.
- Strong understanding of office tenant leases and clauses affecting the operation of the building.
- Responsible for supporting the leasing and marketing team for the property. Ensure positive relations with listing brokers and outside agents.
- Direct and monitor legal counsel's production of legal documents and other legal activities including litigation.
- Set operating policy consistent with the objective of Ownership.
- Responsible for hiring, training, motivating, and managing building personnel. Prepare and conduct performance evaluations.
- Senior Property Manager shall be thoroughly familiar with the accounting requirements including but not limited to accrual accounting, annual budgeting,

CAM reconciliations and cash forecasting of the properties and shall ensure that all reporting requirements are met on a timely and accurate basis.

- Senior Property Manager shall be thoroughly familiar with management contracts and all requirements contained therein.
- Monitor and ensure that tenants and vendors comply with insurance requirements and coordinate all claims required.

**Qualifications:**

- Minimum 5 years' experience as a property manager for Class A Office buildings.
- Bachelor's degree required. Advanced degree and or professional certifications (CPM) preferred.
- Skills: Strong proficiency in Microsoft Excel, Word and Yardi or similar property management accounting systems.
- Outstanding oral and written communications skills including the ability to make presentations to and interact with institutional investors and lenders.
- Strong customer service/tenant relation skills.

**Job Type:** Full-time

**Salary Range:** \$75,000.00 - \$95,000.00 per year

For more information regarding this position please visit the job opportunities page on our website <http://www.mhcreal.com/careers> or email [prente@mhcreal.com](mailto:prente@mhcreal.com).

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NAI Merin Hunter Codman is an Equal Opportunity Employer. Applicants are considered regardless of race, color, religion, creed, age, sex, pregnancy, family responsibility, national origin or ancestry, citizenship, marital status, sexual orientation, transgender status, veteran's status, genetic information, or status as a qualified individual with a disability or any other protected characteristic in accordance with applicable law.