

Property Manager

Location: Sacramento, CA

Job Type: Direct

Hours: Full Time

Job Description

RETS Associates on behalf of our client, a full service real estate company, is seeking a Property Manager in Sacramento, CA. The Property Manager will manage and oversee the operation of commercial properties including lease administration, accounts receivables and payables, property maintenance, contract administration, and other related functions. Will manage and supervise assigned support staff and third party vendors.

RESPONSIBILITIES:

- Review, maintain and administer lease contracts to ensure tenant obligations to ownership are enforced and ownerships obligations to tenants are met. Coordinate and supervise all tenant move-in and move-out activity.
- Provide quality and timely customer service to property tenants.
- Construction Supervision and Management
- Prepare operating financial reports on a monthly basis, or more frequently as needed.
- Lease administration – review leases for compliance, notification updates, renewals, escalations, late charges, statements and insurance compliance.
- Review set-up of new tenants, move-in, and move-out lists. Review new leases for content.
- Preparation of operating budgets for properties. Preparation of annual tenant account reconciliations (CAM bill backs and adjustments). Research and review historical information, prior year budgets and initiate any corrections if required. Review annual property tax statements.

Required Qualifications

REQUIREMENTS:

- A four year college degree is required
- Minimum of 3 years property maintenance, construction, and supervisory experience is required.
- Knowledge and understanding of contracting and tenant improvement process.
- Knowledge and understanding of real estate law finance, accounting practices and procedures.
- Computer literate on spreadsheets, word processing, and property management systems.
- Experience with managing and maintaining electrical/mechanical and HVAC systems.
- Basic understanding of construction methods.

- CPM or RPA designations preferred
- Good math and analytical skills.
- Strong organizational and administrative skills.

CONTACT:

Send your resume to:

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