

Commercial Regional Property Manager Compass Commercial Asset & Property Management

Location: Bend, Oregon

Salary: Dependent on experience

Type: Full Time - Experienced

Category: Asset/Property Management

Required Designation: CPM®

Preferred Education: 4 Year Degree

Commercial Regional Property Manager - Central Oregon

Central Oregon's leading commercial property management firm is looking to add a Commercial Regional Property Manager or to our Property Management team. The Regional Property Manager is a key professional team member overseeing all operational aspects of a portfolio of office, industrial and retail properties of varying sizes and an expert in lease administration. Possess knowledgeable of building and mechanical systems with some construction or tenant improvement background, bidding, negotiating and managing vendor contracts. Adheres to property management best practices important to maintaining the physical asset, effectively market properties and manage portfolios to sustain and/or increase profitability, contributing to trusted client relationships and client retention. Provides leadership, direction and support to assigned staff and other team members striving for property management excellence in a cooperative team environment.

ESSENTIAL FUNCTIONS: Including but not limited to:

1. All functions of day to day management, repairs and maintenance, vendor contract administration, tenant and customer relations, accounts payable, budgeting, monthly financial and narrative reporting & variance analysis, common area charge reconciliation, construction, municipal relations, risk management and much more for a large and diverse portfolio of properties consisting of retail, office and industrial.
2. Builds and maintains strong client relations by providing thorough, timely and accurate communications of budgets, financial reports and property issues.
3. Prepares of annual property budgets
4. Maintains knowledge of budget variance monthly
5. Provides monthly written evaluation of income and expense line items that are significantly over budget
6. Provides capital improvement suggestions each property
7. Approves of all invoices for payment. Provide follow up so that they are presented timely to accounting department for payment.

QUALIFICATIONS:

Knowledge, Skills and Abilities:

- Strong knowledge of handling property repairs and maintenance
- Skilled in managing accounts payable, budgeting, monthly financial and preparing monthly narrative and variance analysis, common area charge reconciliation
- Knowledgeable building structure aspects relative to asset management and construction for building and tenant improvements
- Effective human relation skills demonstrating the ability to deal with Clients, Tenants, Peers and Supervisors and Vendors
- Effective oral and written communication skills
- Effective problem solving and conflict resolution skills
- Enthusiasm, good attitude, trustworthiness, personal integrity and honesty
- Team player with strong leadership
- Strong customer service skills
- Ability to exercise good judgment and self-control
- Acceptable criminal record check/bondable and driving record
- Computer competency in Microsoft Office, with emphasis on Excel and Word, as well as property management software (Appfolio, Yardi or Skyline).

EXPERIENCE AND EDUCATION:

- Minimum 10 years commercial property management experience
- Certified Property Management Designation (CPM®) preferred
- Licensed Broker with leasing experience
- Bachelor's Degree in Business or Finance
- CPM® designation preferred
- Oregon Real Estate Broker's License required or to be attained in timely manner

Competitive salary plus benefits. Please send a cover letter and resume, including compensation expectations, to jobs@compasscommercial.com.