



JOB OPPORTUNITY

Assistant Property Manager

Industrial – Dallas, Texas

COMPANY

Our national industrial full-service development and investment Client continues to experience growth for decades. They are seeking an experienced commercial (industrial, retail, and/or office) Assistant Property Manager to join their team to manage an industrial portfolio. The compensation is excellent for both position levels.

Our Client is a recognized leader in acquiring, developing, redeveloping regional distribution warehouse, industrial/flex and other industrial properties located primarily in the southeastern, south-central, and southwestern United States. Their in-house expertise includes: investment, development, asset management, property management, marketing, leasing and brokerage services.

The company offers career advancement for employees. The Dallas office is newly constructed with a cutting-edge design offering a wonderful working environment, flexibility and friendly atmosphere.

THE POSITION

We are seeking an experienced Property Manager to manage an industrial portfolio located primarily in Dallas with approximately 1.8 million square feet.

Qualified candidates will have a minimum of two years' experience as a Assistant Property Management. Management responsibilities are day-to-day property management functions, including but not limited to: tenant relations, property maintenance, property appearance and condition, contract and vendor management, limited accounts receivable, and support for leasing activities. To fit into the company and team culture the following work style habits are needed: customer service centric, excellent communications skills, self-starter, work independently and effective time management skills. Proficiency in accrual accounting, Argus, Yardi and Excel are a plus.

ROLES AND RESPONSIBILITIES

- Manage the day-to-day operations of the portfolio of industrial properties
- Serve as main point of contact for Customer Service and deliver excellent customer-service for tenants, vendors, and colleagues
- Develop and maintain relationships with vendors and third-party management contacts
- Provide clear and effective communications concerning all operational aspects of the property to tenants, vendors and property management team
- Initiate efforts to achieve approved goals and objectives on timely basis within approved budget parameters
- Assist Fiscal Operations Administrator with AP, property budgets, forecasting and review of financials
- Help establish and assure compliance with company policies, governing codes, regulations and expense guidelines
- Establish and maintain tenant lease files. Manage compliance reporting in Yardi (tenant visits, property inspections, etc.)



- Supervise tenant move-ins and move-outs utilizing move in/move out checklists, inspection app, and required paperwork
- Assist with acquisitions and disposition of properties
- Assist with the oversight of CAPEX projects
- Administer leases to ensure compliance with all terms and conditions
- Review rent rolls and notify Lease Administrator with any changes
- Perform regular property inspections and walk the property with contractors as needed, complete semi-annual and annual property inspections
- Perform and oversee AR functions

QUALIFICATIONS

- Prior work experience as a commercial Assistant Property Management (industrial, retail, and/or office)
- High school diploma is required. A bachelor's degree is a preferred.
- RPA or CPM candidacy or certification is a plus
- Excellent problem solving and critical thinking skills to develop solutions and recommendations
- Excellent listening, oral and written communication skills
- Ability to read and interpret documents such as contracts, safety rules, procedure manuals, operating and maintenance instructions
- Command of math skills: addition, subtraction, multiplication and division
- Experience processing AR and AP
- Working knowledge of Yardi
- Experience with Argus Enterprise is a plus
- Excellent time management skills and ability to multi-task
- Ability to lead projects and follow through to ensure completion
- Ability to be highly organized with an attention to detail
- Intermediate proficiency in Microsoft Suite computer skills to include: Outlook, Word and Excel (developing formulas, developing spreadsheets, linking spreadsheets, etc.)
- Ability to develop, review, execute and oversee work orders
- Ability to work collaboratively within a team environment
- Ability to travel via airplane and car up to 15% of the time

BENEFITS

Compensation is excellent with a base salary and performance discretionary bonus. A comprehensive benefits package to include: paid time off, medical, dental, vision insurance available, 401(k) with generous company match, industry association membership(s) and training.

RESUME SUBMISSION

For any questions and confidential inquiries, please contact Julie Lynch at LYNOUS 972.786.3235 or Julie@LYNOUS.com. Interested and qualified candidates please send your resume in Microsoft Word format with salary and bonus (broken out separately) history listed under each position, to Julie@LYNOUS.com or FAX 214.975.1462.