



## **JOB OPPORTUNITY**

### **Property Manager (Sr.) – Industrial Houston, TX**

#### **COMPANY**

LYNOUS has an exclusive recruiting relationship with a growing national full service commercial real estate company who celebrates a more than thirty-year history. They specialize in development, management and asset management for state-of-the-art industrial properties. Their portfolio of assets includes warehouse, distribution and manufacturing facilities near major transportation nodes with an expert focus on large rail, port and trucking infrastructure assets. The Houston office is conveniently located in City Center.

The company culture is driven by their mission as an investor, developer and manager of industrial real estate, to provide ingenious solutions to their customers. They empower team members reimagine the possible. The company fosters a culture that expects creative solutions and embraces unconventional thinking while committing to making a positive impact on the environment through better logistics and operational innovation.

#### **POSITION**

This position offers excellent total compensation for a qualified experienced Property Manager (Sr.) to manage a 6M s.f. portfolio of industrial properties primarily located in the Houston area. Our client requires a professional property manager who is confident, self-motivated, proactive with a “can do anything” attitude, able to make decisions and execute on them. The Property Manager reports to the Senior Vice President Regional Manager.

#### **RESPONSIBILITIES**

- Perform in accordance with the values of the company and comply with all company processes and procedures
- Perform day-to-day commercial property management functions for an industrial portfolio
- Transition new developments into the Operations group alongside Development team
- Coordinate and collaborate with the leasing teams, vendor partners and the company leadership team
- Resolve tenant and vendor issues with swift response to satisfactorily remedy all tenant issues and requirements
- Perform frequent property inspections for maintenance/cleaning issues, trip hazards, equipment inspections and service logs, etc.
- Oversee and manage rent collections
- Develop and compile accurate monthly reporting in conjunction with the accounting department
- Prepare annual property budgets
- Review and approve CAM reconciliations
- Oversee construction management for tenant and building improvements
- Perform property acquisition/disposition duties
- Coordinate tenant move ins, move outs and prepare required reporting

- Manage vendor relationships: solicit bids, negotiate and prepare vendor contracts; oversee vendor performance to ensure quality service, verify and maintain insurance information
- Schedule preventative maintenance, perform property inspections to ensure compliance for HVAC, plumbing, electrical, generator, life safety, fire, roof or other mechanical equipment, etc.
- Ability to travel to properties by automobile
- Other duties as assigned

## **QUALIFICATIONS**

- Minimum of 5 years industrial property management experience
- Commercial management designations, such as CPM and/or RPA, are a plus
- Proficient computers skills in Excel, Word, Outlook, and Yardi is a plus
- Ability to perform basic mathematical calculations (+, -, \*, /) for determining discounts, interest, commissions, and prorations
- Proficient real estate property accounting and developing property budgets, reviewing operating expense reconciliations, and overseeing the AR and AP process
- Excellent communication skills: listening, business writing, verbal and interpersonal skills
- Ability to read, analyze, and interpret contracts, general business periodicals, professional journals, technical procedures and governmental regulations
- Strong time management skills with the ability to analyze, prioritize and delegate to meet deadlines
- Ability to effectively manage teams of professionals, including both employees and vendors
- Proven record of providing excellent internal and external customer service

## **COMPENSATION**

This position offers a excellent comprehensive total compensation package which include: base salary, bonus, flexible work schedule, cell phone allowance, comprehensive health/dental/disability/life insurances, 401K match, industry association memberships, training, rewards programs, community service opportunities and generous PTO policy.

## **HOW TO APPLY**

For *CONFIDENTIAL* consideration you are encouraged to: call Julie Lynch at LYNOUS Talent Management 972.786.3235 (available 7 days a week and evenings too) or email your resume, in Word format with base salary and bonus history (each separately): Julie@LYNOUS.com.