



## **JOB OPPORTUNITY**

### **Property Manager (Sr.) – Industrial**

#### **Oak Brook, IL**

#### **COMPANY**

LYNOUS has an exclusive recruiting relationship with a growing national full service commercial real estate company who celebrates a strong thirty-year history. The incredible company perks and benefits represent how much our client cares about their employees. They empower team members to reimagine the possible. The company culture is driven by their mission as an investor, developer, and managers of industrial real estate, to provide ingenious solutions to their customers. 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 a prestigious career position offers the opportunity to manage the largest master-planned industrial park containing 15 million square feet of industrial space spanning over 6,400 acres. This master-planned industrial inland port is home to forty-one well know companies. It has some rail serviced buildings, cargo yards, and trailer storage facilities.

This position has high visibility to the company's Executive Vice Presidents, reports to the Senior Vice President Regional Manager and works closely with the in-house construction manager on active development and construction projects on the subject property. Our client requires a professional property manager who is has experience managing large portfolios of industrial properties, overseeing associations, is confident, self-motivated, has a proactive "can do anything" attitude, able to make decisions and execute on them.

#### **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
- Transitions 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 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
- Ability to travel by car from the corporate office to the portfolio of properties in the Chicago area

## COMPENSATION

This position offers excellent comprehensive which includes perks and 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.