



## **JOB OPPORTUNITY – Fort Worth, Texas**

### **Property Manager or Senior Property Manager**

### **Office and Retail**

#### **Company**

LYNOUS has been retained on an exclusive basis by our Client to recruit on their behalf. Our client has a successful track record of over 100 years providing exemplary services to their clients through a team of highly skilled and motivated professionals, a complete array of commercial real estate services to include: property management, development, financial and appraisals. It is their belief that through employees, management philosophy and ownership mentality they consistently exceed clients' and business partners objectives and needs.

This is an opportunity to manage a large-scale award-winning mixed-use property in Fort Worth Texas specifically responsible for ~1.2M s.f. of office and prestigious retail properties with over 10 million visitors each year. Property Managers and Senior Property Managers are encouraged to apply.

#### **Position**

The Property Manager reports to the Director of Property Management and works closely with one of the company's principals. This position is responsible for the day-to-day property management operations, management of the property management team and financial reporting.

The position requires a confident candidate with proven hands experience, who is a leader, is adaptable, good at mentoring, problem solving and has superior communication skills. The ideal candidate will have provided superior customer service property management services, strong property accounting skills including CAM reconciliations and budgeting. Yardi experience is required.

#### **Responsibilities**

- Manage and lead day-to-day property management operations
- Lead and manage the property management team
- Serve as a primary point of contact for tenants, contractors, vendors and visitors to the property
- Procure, manage and oversee all contracted services
- Lead, develop and maintain superior tenant relations
- Provide clear and effective communications to achieve property goals, ensure safety, and deliver results
- Plan and coordinate marketing initiatives, activities and events for tenants
- Develop annual CAM reconciliations
- Facilitate and supervise tenant improvements construction projects and move in process
- Perform routine property inspections with the goal of maintaining the property to the asset plan

- Develop and administer the preventative maintenance program
- Lead capital improvement projects and develop a 5-year property improvement program
- Preparation of annual operating budgets, analysis of monthly expenses and cost allocations
- Analyze and report property financial activities
- Perform monthly reforecasting and variance reporting
- Administer leases to ensure compliance with all terms and conditions
- Review and approve rent rolls each month
- Review aged tenant delinquencies; report tenants that are over 30 days delinquent
- Identify and pursue rent collection
- Prepare a variety of tenant and landlord documents/agreements: estoppel certificates, subordination, non-disturbance, attornment agreements, lease terminations, lease assignments and more.
- Collaborate with property leasing team members
- Ensure property compliance with local, state, and federal requirements
- Complete any other tasks as assigned

## Qualifications

- Minimum of 5 years working experience as a Property Manager or Senior Property Manager
- Bachelor's degree preferred
- CPM or RPA designation(s) are a plus
- Yardi experience is a required
- Texas Real Estate License
- Demonstrated leadership and management skills
- Ability to be a self-starter and able to work independently
- Possess a strong work ethic and a to be successful
- Excellent communications skill – both verbal and written
- Ability to develop and teach others
- Superior written and verbal communication skills
- Effective listening skills
- Excellent customer service skills
- Robust problem solving, analytical and critical thinking skills
- Strong organizational and time management skills
- Proficient in Microsoft Office Suite: Word, Excel and Outlook
- Experience property accounting: AP and AR
- Experience in developing lease expense and CAM reconciliations
- Experience preparing property budgets and reforecasting
- Experience in lease and contract administration

## Compensation

This position has a competitive total compensation package includes: base salary (in-line with experience), individual performance bonuses, paid-time-off, medical insurances, 401K and more.

## Resume Submission

Qualified candidates please email your resume to: [Julie@LYNOUS.com](mailto:Julie@LYNOUS.com) in Microsoft Word format. Please include your salary history (base salary and bonus listed separately). For additional information please feel free to call, including weekends and evenings Julie Lynch, Managing Partner of LYNOUS Talent Management at 972.786.3235.