

Job Title

Property Manager

Reports To

Vice President and Director of Property Management

Purpose

Property Manager is responsible for overseeing and maintaining real estate investments, as well as property management services to Endura Advisory Group clients through implementation of the Endura Advisory Group Code of Conduct and in compliance with the Management Agreement. Responsible for tracking property performance, management of staff in accordance with company policies to achieve maximum net revenue and utilizing various analytical approaches to implement beneficial programs and services, as well as enhance property value.

Accountabilities

- Management and supervision of support team, consisting of Assistant Property Manager, Property Administrator, Building Engineer and Maintenance Technicians.
- Overall daily management of tenant and ownership relationships, including tenant retention programs, onsite visual inspections and in person meetings.
- Review and approval of all accounting functions, including accounts receivables, account payables, monthly financial reporting and budget variance explanations.
- Completion of annual budgets, annual Base Year CAM and NNN reconciliations and escalations.
- Management of construction projects on property, including tenant improvements and building improvements.
- Responsible for review and implantation of lease agreement contracts, ensuring the safety of property and tenants.
- Oversee annual and project budgets to ensure financial objectives met.
- Review and inspect all vendor contracts, service agreements, performance inspections and agreement terms on an annual basis. Obtain appropriate proposals and ensure service costs are within industry standards.

Key Measurement Areas & Metrics

- Financial analysis skills with an understanding of budgeting and CAM reconciliation processes.
- Understanding property management accounting procedures.
- Meet quarterly projects and performances requirements.
- Ability to read, understand and abstract leases and contracts.
- Ability to draft quality organized letters, reports, and memos.
- Courteous, professional and respectful rapport with peers and subordinates as an effective team leader.
- Capability to recognize and require high quality maintenance work.
- Compelling customer service / people / team building skills.

Education & Qualifications

- Minimum of five (5) years experience in commercial property management
- Strong computer literacy in MS Word, Excel and Outlook
- Bachelor's degree (preferred) and / or equivalent combination of education and experience relevant to industry
- RPA and/or CPM certification encouraged
- Mathematical and reasoning skills and abilities - advanced
- Microsoft office programs - advanced
- Yardi knowledge – basic
- Interpersonal Skills - advanced



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