

Property Manager/Construction Assistant - Commercial Real Estate Industry Chicago, IL

POSITION SUMMARY

Vequity, a growing retail real estate investment and development company is seeking a full time Property Manager/Construction Assistant. The Property Manager position supports and assists in the management of commercial and residential real estate in accordance with the Management Agreements, and will assist Vequity Construction with day to day tasks. The Property Manager is involved in all aspects of day-to-day operations of the property, including but not limited to, accounting, tenant relations, maintenance, construction, tenant buildouts, etc. The Property Manager handles tenant complaints and service requests, and must be familiar with the terms of tenant leases. The Property Manager assists in the preparation of the annual budget, reporting, and financial performance of the property. The Construction Assistant will assist Vequity Construction in day to day tasks that are essential to executing commercial development on behalf of Vequity.

ESSENTIAL DUTIES

- Create annual capital plan, operating budget, and variance explanations related to the budget
- Contractor and tenant coordination
- Aid in the production of departmental reports
- Keep the accounting books and records for each property using Appfolio property management system
- Obtain estimates/bids for repairs at all properties
- Sort, code and ensure accuracy and compliance with contracts of all property related invoices
- Coordinate and schedule appointments, on site and off site
- Oversee the development of requests for proposals and bid contracts as required
- Establish and maintain open, positive relationships at all times with tenants and occupants ensuring all services and needs are met and in compliance with lease
- Leasing and leasing coordination of residential apartments
- Perform credit checks on potential residential tenants
- Collect and organize all property information in a format for quick reference (lease abstracts)
- Monitor and enforces the terms of all lease agreements, the billing and collection of rents and other tenant charges in compliance with leases
- Prepare the annual commercial tenant reconciliations
- Assist Vequity Construction with day to day tasks including contract execution, accounting entries, tenant coordination, tenant buildouts, etc.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Position requires specific experience with an established track record of success. Specific requirements include:

- Prior commercial and residential real estate experience
- Bachelor's degree or equivalent
- Minimum 2-3 years of experience in property management
- Ability to multi-task and work in a small business atmosphere
- Budgeting and Finance/contract negotiation
- Extremely detail-oriented with solid communication skills, both verbal and written
- Prior bookkeeping experience