

COMMERCIAL REGIONAL PROPERTY MANAGER

Foresite Realty Partners, LLC seeks to hire a Commercial Regional Property Manager for oversight with a mixed portfolio consisting of office, industrial and retail in the Chicago-land area and throughout the expanded Midwest, from PA to KS and MN to GA. Travel is required on average 10 days per month.

The Regional Property Manager will manage the day-to-day property management operations including: the oversight of local property staff (office, leasing/marketing, maintenance, housekeeping, grounds and accounting), oversight and execution of property operations, and deferred maintenance/capx work. This person will perform monthly property inspections including, common areas, building exteriors, and landscape and grounds and will manage work orders and vendor/contractor relationships.

Candidate must be able to comprehend and understand lease terms. Strong Knowledge of property transition/takeover, strategic planning, insurance coverage's/types, real estate tax appeals, evictions, community outreach, on-site experience as a property manager, utilities, distressed assets, security and understanding the macro goal of trying to create value at the property necessary.

The candidate will have the following qualifications/skills:

- Advanced proficiency with Microsoft Office (Word, Excel and Outlook)
- A solid financial and accounting background, with skills including: budget preparation, financial and variance reporting and ownership reporting
- Excellent communication and customer service skills, property management and experience with basic knowledge of legal processes
- Supervisory experience
- Time-management abilities, organization skills and attention to detail
- Experience in collecting tenant rents

A knowledge of court appointed receivership, basic contract law and the ability to assist in securing government incentives and subsidies will make this person even more valuable and lead to professional growth.

Please email your resume and salary history to info@foresiterealty.com. Phone calls are not being accepted at this time.