



Job Description

Job Identification:

Job Title: **Senior Property Manager**

Location: West Jordan, UT

Exempt

Job Summary:

*The Senior Property Manager is responsible for maintaining MRI files, tracking tenants and correspondence, participate in and coordinate quarterly CAM and semi-annual tax billings, complete legal updates. Support all Property Management Team Members and tenants with questions and concerns. Coordinate special projects, as well as works closely with other departments to ensure successful performance of company business plans. **Previous work experience in the Salt Lake City Market/Trade Area Required. Please submit resume and cover letter via email or fax ONLY, no phone calls please.***

Essential Functions:

- *Performs administration of commercial retail and office leases.*
- *Directs and ensures timely tenant billings of rents, quarterly CAM receivables and tax billings and timely collection of the same.*
- *Prepares annual CAM receivables.*
- *Pursues default legal as needed.*
- *Inspects property, creates reports and coordinates vendor maintenance, repairs and bids.*
- *Prepares and administers annual budgets including variance and forecast update reporting.*
- *Establishes and maintains good working relationships with tenants.*
- *Manages records and data for properties, tenants, vendors including filing systems and follow up systems.*
- *Coordinates with other departments (aquisitions, dispositions, construction, accounting, finance, leasing) as relates to property management functions.*
- *Oversees third party vendors.*
- *Trains assistant property manager and/or junior property manager and temporary staff as needed.*

Other Responsibilities:

Performs other job related duties as required or assigned.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:**

Bachelor's degree (B.A.) from four-year college or university; or two to four years related experience and/or training; or equivalent combination of education and experience.

- **Specific Knowledge:**

Knowledge of MRI system and Microsoft office applications specifically MS Word and Excel.

- **Communication Skills:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information, respond to questions, and interact with managers, supervisors, customers, and co-workers.

- **Mathematical Skills:**

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Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- **Other Skills and Abilities:**

Ability to operate a PC and work with a database, spreadsheet, word-processing, drawing/design and other Windows based software application programs. Ability to organize and prioritize work to meet deadlines and strategic goals. Ability to work independently with a minimum of supervision. Ability to exercise discretion in confidential matters. Ability to type 20-30 wpm. Ability to assume a strong responsibility for producing quality products and to work well as a team member.

Physical Demands: The physical demands described here are representative of those that must be met by a Team Member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Team Member is regularly required to sit, talk or hear; use hands to finger, handle, or feel objects, tools or controls; and reach with hands and arms.

The Team Member must frequently lift stand or walk. Team Member is occasionally required to climb or balance, stoop, kneel, crouch or crawl, reach with hands and arms. The Team Member is also occasionally required to lift up to 10 pounds. The specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Emotional Demands:

The Team Member must be adaptable to sudden changes in workload or working conditions; and deal calmly and effectively with supervisors, customers/vendors, other FSQP Team Members. The stress level is moderate.

Work Environment: The work environment characteristics described here are representative of those a Team Member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Team Member regularly works in a climate controlled office work space.

The traffic and noise level in the work environment is usually moderate.

Working Hours:

While performing the duties of this position, the Team Member is expected to work the hours necessary to complete the assignments and accomplish goals and responsibilities.

Tools/Equipment Employed:

While performing the duties of this job, the Team Member regularly uses a telephone/switchboard, copier, Fax machine, calculator, postage machine, PC and peripherals.

Safety Considerations:

While performing the duties of this job, the Team Member must operate in conformance with CalOSHA specifications and adhere to all FSQP safety policies and procedures.

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Supervision:

Received by:

Given to:

Acknowledgement

This job description is not intended to be and should not be construed as an all inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary.

Employment Limitations:

I understand and can perform the essential functions of this position with or without reasonable accommodation.

Yes

No

Please
explain _____

Accommodations requested: _____

Name (please print)

Signature

Date