



Property Manager

New Jersey Region – Bergen County

Reports To: Senior Property Manager and/or Vice President of Property Management as well as Client.

Supervises: Daily supervision of (2) Building Engineers, (1) Day Porter, (2) Day Matrons, and all Vendors associated with servicing the properties.

Purpose: The Property Manager is charged with the day-to-day implementation of those policies, procedures and programs that will assure well-managed, well-maintained buildings, placing maximum emphasis on positive response to the concerns and needs of the tenants, environmental health and safety, and quality programs, in coordination and conjunction with the Owner's and Client's goals and objectives.

Minimum Qualifications:

- College degree and/or formal training in property and facilities management required (RPA, FMA, CPM) as well as a minimum of 5 years experience in the field.
- Related coursework in maintenance, construction and safety technology.
- Ability to prioritize workload; follow-up on assignments; to direct and perform quality maintenance in a cost-effective manner
- Ability to supervise, motivate, train, and track staff, both as individuals and in teams.
- Proficient in Microsoft Outlook, Excel, and Word used for administrative purposes.
- Proficient in MRI used for creating budgets, tracking expenses, and financial reporting.
- Ability to quickly learn, utilize and maintain work order systems used at the properties.
- Supervise the performance of all maintenance services, to insure quality workmanship, efficiency, and professionalism (daily) for the customer and the properties.
- Ability to communicate effectively with management, staff, client, and the public (vendors, tenants, government officials, etc.)
- Dependability, punctuality, attention to detail, and consistency in adhering to Company Policies and Procedures.
- Good safety habits and common sense; ability to take necessary action in emergency situations; ability to use electronic equipment associated with all aspects of the properties
- Prepare building budgets, review progress of staff and projects regularly, and report on progress in monthly meetings. Establish and maintain management practices which will insure that all budget projections are met annually.
- Provide feedback and written reports upon request of the Vice President of Property Management and Client on any and all issues relating to the operations of the properties and staff.

Scope: Operational Management

The Property Manager is charged with day-to-day operational management of all aspects of the properties to assure maintenance of approved quality standards. The Property Manager shall also prepare, coordinate and ensure that all fire, life safety, and other safety programs are established and adhered to.

- Regularly inspects properties for safety, appearance, and maintenance problems; directs and/or performs preventative maintenance; makes recommendations to Management regarding replacement versus repair, necessity of upgrading items, and cost of such supplies and equipment. Follows up on vendor work quality.
- Implements preventative maintenance program according to timetables set by Himself/Herself Vendor recommendations, and Management.

Property Management

- The Property Manager is charged with the supervision of all maintenance programs relating to the interior and exterior conditions and appearance of the properties.
- Coordinates with staff to maintain all properties in class “A” condition.
- Has thorough knowledge of all locations of power, water, and gas shutoffs, plumbing cleanouts, fire & life safety equipment, and fire hydrants associated with each property.
- Performs after business hours emergency calls when necessary; carries a cell phone, and similar electronic equipment, provided by the Management, at all times (seven days a week) except for scheduled vacation times or as arranged with the Vice President of Property Management and the Client.
- Approves staff timesheets and requests for personal time off.
- Reviews staff performance as set forth by Management and HR Policies.
- Holds regular staff meetings and communicates the Company’s Policies and Procedures as well as serves as a liaison between Advance Realty Group and other associates.
- Review and code all vendor invoices for accuracy and in compliance with the vendor contract and the client's accounting procedures. Invoices should be coded accurately with proper company numbers and general ledger account numbers.
- Proactively communicate improvements both operationally and cosmetically to the appropriate parties.
- Perform all responsibilities in accordance with the Tenant’s Bill of Rights.

Tenant Relations:

The Property Manager is responsible, at all times, for a positive and prompt response to requests from building tenants and for the implementation of ongoing contact programs to constantly assess tenant needs and to assure problems are being solved promptly and to the mutual benefit of the tenant and the properties.

- Ensures that work orders and service requests are completed in a courteous, timely, efficient manner, and with as little disruption to the tenant; coordinates work schedules with staff.

Contract Services Administration:

The Property Manager is responsible for the selection of contract services, vendor negotiation of service contracts and day-to-day monitoring of vendor performance to assure full compliance with standards established within the service contract.

- Prepare and issue requests for proposals for all property level service contracts required; the request for proposals will be thorough and include detailed information specific to the property.
- Coordinate, negotiate and issue vendor contracts for property-level services in accordance with the parameters of the Management Agreement.
- Carefully review all property service contracts in preparation of bidding according to the Management Agreement and Standard Operating Procedures.
- Coordinate the bidding process to achieve savings while maintaining excellence in property service.
- Ensure that all service contracts are bid pursuant to the management agreement and are in compliance with the standard contract form and content and current insurance certificates.
- Negotiate contracts in accordance with the Advance Realty Group's Policies and Procedures.

Operating Budget:

The Property Manager shall develop the operating budget for the properties, subject to approval.

- Develop, communicate and monitor property budgets on a timely basis in a manner that supports the financial expectations of the Vice President of Property Management and Client and allows the property to remain within budget.
- Prepare and present annual property budgets to the Vice President of Property Management and Client in a timely and professional manner.
- Secure necessary approvals from the Vice President of Property Management and the Client.
- Monitor compliance with established budget.
- Document budget variances and communicate them to appropriate parties.

Financial Reporting:

The Property Manager shall be responsible for the collection, analysis and reporting of such statistical data as may be required to provide accurate and current assessment of Property Management objectives.

- Prepare timely and accurate monthly variance reports as well as provide other financial reporting information as required by the Vice President of Property Management and the Client.
- Review and audit monthly accounting reports in preparation of reporting variances.
- The Property Manager is responsible for the day-to-day financial management of the properties and maintenance of all necessary financial records and files.
- Effective communication with the accountant assigned to the properties

Owner Representation and Accounting Relationships:

The Property Manager is responsible for ongoing communications with the Vice President of Property Management, Client, Asset Manager, and Accountant.

Public Relations:

The Property Manager shall maintain a positive image of Himself/Herself, the properties, Advance Realty Group, and the Client at all times in the community. The Property Manager shall strive to attend and participate in outside or in-house activities, meetings, organizations, regulatory agencies, etc., as approved to enhance this image.

Training:

The Property Manager shall participate in continuing education programs and in-house meetings and training sessions, as approved or directed by the Vice President of Property Management. The Property Manager is responsible for on-the-job training activities for the staff; working with the Vice President of Property Management to assure proper training programs are being implemented, and to assess the progress of the individual(s) involved.

Personal Development:

The Property Manager is expected to implement, control and become thoroughly conversant with, and be knowledgeable of (but not limited to), the following aspects of Property Management:

- Remodeling/Tenant fit-out construction
- Preventive Maintenance Programs
- Energy Management
- Thorough knowledge of HVAC systems operation
- Implementing environmentally friendly practices
- Building Automation Systems
- Ability to read and interpret building drawings
- Thorough knowledge of various fire suppression systems (controls, FM 200, pre action, wet, and dry systems)
- Activity Reports
- Security
- Emergency Procedures implemented and changed as necessary by Management and Tenant
- Standard Operating Procedures
- Insurance
- Personnel Administration
- Training
- Employee Relations
- Communicate to Management and the Tenant cost savings programs offered by the local, state or federal government
- All Applicable Municipal, State, and Federal Codes and Regulations

Summary: In the execution of the responsibilities, the Property Manager is held accountable for His/Her independent action(s), within the guidelines of the Position Description, Property Operating Budget, with primary emphasis on visible, hands-on management of the properties. At times, His/Her job responsibilities may change due to the changing environment of real estate.

To facilitate good communication and meet other job requirements, the manager shall be required to use a cell phone, or other electronic device at all times to respond promptly to emergencies or for other vital communications, except when prior arrangements have been made and approved for vacations or other time off.

The Property Manager may need to make use of their personal vehicle for work related duties; therefore, the manager shall maintain a current valid driver's license and shall maintain appropriate insurance at all times.

The Property Manager will assume any additional duties and responsibilities as delegated by the Vice President of Property Management.

**Please email your resume and cover letter to
hra@advancerealtygroup.com, or mail to:**

**Human Resources Department Advance Realty
1430 U.S. Highway 206, Suite 100
Bedminster, New Jersey 07921
Fax: 908.532.0305**

**** Be sure to include your cover letter and resume ****