



<b>Job Title:</b>	<b>Property Manager</b>
<b>Location:</b>	<b>2710 Old Lebanon Rd   Nashville, TN 37214</b>
<b>Benefits Offered:</b>	<b>401K, Dental, Life, Medical, Vision</b>
<b>Employment Type:</b>	<b>Full Time</b>

The Property Manager is responsible for property management activities of commercial office buildings within a specific market. This position provides information and analysis of operating metrics as well as the annual budget for the properties. Duties include maintaining the integrity of the physical asset and maximizing the returns from the assets in accordance with the Company's mission, vision and objectives.

**Essential Duties and Responsibilities** include but are not limited to the following:

- Responsible for the prompt and positive response to requests from tenants, to constantly assess tenant and facility needs and assure problems are being solved promptly, and to the mutual benefit of the tenant and ownership, including preparing, dispatching and tracking tenant work orders/requests and service needs
- Manage multiple, diverse clients including preparing and participating in live monthly operational conference calls / meetings with each client.
- Supervise Building Maintenance Staff and also as applicable additional Property Management employees and contractors and ensure that procedures and specifications are maintained
- Coordinate and oversee on behalf of client, all tenant and building construction work to ensure timely and accurate completion.
- Provide ongoing feedback on a regular basis and lead Talent Conversations with employees if applicable.
- Review Rent Roll and Lease-up Billings to ensure that they are both current and accurate
- Review all monthly, quarterly, and annual financial reports
- Maintain notes in operational platform software (MRI/Yardi/ETS/ReLynx) related to A/R delinquencies, monthly variance explanations, corrective and preventative maintenance orders and, other needed updates
- Process, prepare and track all vendor contracts
- Ensure all tenant and contractor Certificates of Insurance are kept current
- Prepare and distribute incident reports
- Approves expenditures in accordance with Company and/or Client policy and procedures
- Prepare and/or supervise presentation of quarterly newsletter or other forms of tenant communication
- Maintain orderly files (Vendor and Tenant) in accordance with Company policy and procedure
- Develop and maintain ongoing tenant interaction on a weekly basis
- Continually improve upon management and technical skills

**Qualifications:**

- Minimum of 5 years of experience in Commercial Property Management
- Associate Degree or comparable Business Management or Real Estate experience preferred
- Active State Real Estate license
- Strong leadership and motivational abilities, team player
- Exceptional communication skills
- Must have attention to detail, ability to multi-task, and excellent organizational skills

- Active CPM/RPA designation or candidate preferred
- Strong computer skills (Word, Excel, Outlook) and experience with property management accounting software such as Yardi and MRI is required
- Strong financial experience, including budget preparation and financial reporting.
- Employee spends a considerable amount of time engaged in communication with others
- Valid Driver's license, proof of insurance, and clean MVR report

**Position Competencies:**

- **Service to Employees:** Treats other employees with respect and dignity and acts as a positive member of the team; establishes and maintains effective relationships
- **Service to Clients:** Provides high level of service to clients in all situations; strives to meet and exceed client expectations; establishes and maintains effective relationships
- **Service to Tenants:** Provides high level of service to tenants in all situations; strives to meet and exceed tenant expectations; establishes and maintains effective relationships
- **Composure:** Does not become defensive or irritated when times are tough; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; doesn't show frustration when resisted; is a settling influence in a crisis
- **Critical Thinking:** The ability to think using analysis, evaluation, problem solving, judgment, and the creative process; considering the full picture and impact of action and decisions
- **Effective Communication:** Able to clearly and succinctly communicate in a variety of settings and styles; can get messages across that have the desired effect

**Compensation:**

- The Property Manager compensation will be commensurate with experience depending on experience and qualifications. This range is subject to local, state and regional dynamics and maybe adjusted up or down depending on market conditions.

**Physical Demands:**

- Employee is required to walk the premises which can require climbing stairs to inspect stairwells, and be in elevated or high spaces, such as roofs and decking to inspect equipment if necessary
- Employee may occasionally be required to lift or move items over 10 pounds
- On call 24/7 in emergency situations at properties

**Supervisory Responsibility:**

- Property Manager may have supervisory duties of maintenance engineer and with support from portfolio manager
- Manage or assist Construction Manager in the oversight of TI projects (vendors / contractors) on premises to make sure work is being done according to specifications with support from portfolio manager

**Promotional Opportunity:**

- Employees with more than twelve months of service may request consideration to transfer to other jobs as vacancies become available and will be considered along with other applicants. To be considered, employees must have a satisfactory performance record and have no disciplinary actions during the last 12 months. Management retains the discretion to make exceptions to the policy.

***This description is not all inclusive and duties will vary depending on assigned portfolio.***

**About Holladay Property Services:**

Holladay Properties is a full-scale land development, design/build and fully-integrated real estate company, as well as one of the largest medical office management firms in the country. Our medical division has a national reputation of excellence in MOB management and development of medical real estate assets for third-party owners and is an IREM Accredited Management Organization.

Employee Benefits include:

- Medical, dental, vision, 401K
- Casual Fridays
- Strengths based culture
- Employee development
- Community involvement
- Competitive compensation
- Flexible schedules
- Work from home capabilities
- Free parking