

## Commercial Property Manager-senior level experience

Imperial Realty Company is a family-owned commercial real estate company headquartered in Chicago. Our portfolio consists of office buildings, shopping centers, industrial buildings and self-storage facilities all located in the Chicago metropolitan area.

With long-term viewpoint and forward thinking, we are seeking a like-minded senior level experienced **Commercial Property Manager** that is organized, energetic, dedicated and a self-starter. We are looking for a unique individual with a keen eye for detail, trained to look for obvious as well as subtle improvements that will enhance our properties.

**ESSENTIAL FUNCTIONS** Responsible for meeting or exceeding our management expectations throughout the portfolio.

- Oversee and facilitate timely completion of building projects both large and small
- Put forth multiple, qualified bids and well thought out purchase orders including a bid summary sheet when submitting purchase orders
- Review, track, follow-up with maintenance staff regarding daily work lists
- Review call log daily for potential problems and proper resolution
- Work with Construction management as required, including: contractor selection, construction supervision, punch lists, expedite tenant build-outs
- Manage the property completion calendar
- Independently and successfully manage IRC properties and lead by example
- Assist the VP of Property Management with multiple operational projects

## **REQUIREMENTS**

- Bachelor's degree is preferred
- Strong project management and multi-site office building management experience is required
- Great conflict resolution and supervisory skills with the ability to teach, train, coach, and lead staff to success
- Demonstrated ability to manage and prioritize multiple complex operational matters on a daily basis
- Able to work the hours necessary to successfully perform the job and achieve results
- Proficient with Microsoft Office and have excellent writing skills.
- Strong verbal communication with the ability to communicate with all levels within the organization
- Must be able to travel to various city and suburban buildings within portfolio

We offer competitive compensation and benefits, including medical and dental insurance and, 401(k) plan. Our office is located on the North side of Chicago with easy access to the Eden's Expressway. You may email your resume to: [jobs@imperialrealtyco.com](mailto:jobs@imperialrealtyco.com) or contact us at 773-736-6420.