

The Property Manager is responsible for the day-to-day management of the property, inclusive of the financial performance as well as ensuring that all operational issues are addressed accordingly. This role acts as the liaison among tenants, clients, local government and our Corporate Office on all property related matters. The ideal candidate must possess a solid financial understanding, be organized and have effective communication skills. Mid-America promotes a Team approach to management and candidate must be a team player, while also being able to work independently. A working knowledge of Microsoft Word, Excel, MRI, Skyline and Kardin a plus.

Requirements

- This position requires a minimum of two (2) years commercial Property Management experience, preferably in Retail Property Management.
- A Degree in Real Estate/Business/Finance or Accounting is a preferred.

Duties & Responsibilities Include

- Day-to-day management functions of the property, including telephone contact and correspondence with owner, tenants, contractors, etc.
- Comprehensive weekly inspections of each property managed; identifying and remedying any potential concerns.
- Coordinate and prepare property specific vendor scopes for each property service. This includes preparing all contacts and ensuring that all required information is submitted prior to commencement of work.
- Coordination of maintenance / service requests.
- Review and resolution of all tenant receivable issues. Ensure Defaults and any Lease penalties are assessed in a timely basis.
- Invoice approval and expense control.
- Preparation of monthly property reports inclusive of a Detailed Variance Analysis, Receivables Report and thorough examination of Tenant Sales and performance.
- Support Accounting with annual reconciliations and tenant billings.
- Develop and maintain annual operating Asset Management Plans for each property pursuant to Client guidelines.
- Prepare strategic Five (5) year Capital plans.
- Maintain regular tenant contact and ensure all tenant questions or concerns are promptly addressed.
- Ongoing management of standard lease provisions, which include collection of current COI, HVAC and Sales reporting requirements.
- Assistance in coordinating with leasing staff the expansion of existing tenants or renegotiation of existing leases.
- Preparation of Lease abstracts.
- Supervision of space planner and contractors, and assist in securing permits and signage approvals, if applicable.
- Assist with any property Marketing Efforts or coordination.
- Representative of company in the community.
- Coordination efforts between Management, Leasing, Accounting, and Construction Management.

- Communication and reporting any immediate issues or concerns to client contact. Mid-America Real Estate Group is the Midwest's leading retail real estate firm. The company is headquartered in Oakbrook Terrace with additional offices in Chicago, Milwaukee, Minneapolis and Detroit. Mid-America specializes in tenant and landlord representation, investment and net lease sales, asset management and construction management all focused on the shopping center industry in the Midwest. Mid-America Asset Management, Inc. is part of the Mid-America Real Estate Group. Mid-America Asset Management, Inc. is currently the largest third-party, retail asset manager in the Midwest (managing and leasing over 60 million square feet of retail space). Mid-America Asset Management is the choice of most institutional owners and entrepreneurial investors with real estate interest in the Chicago and Midwest markets. Services that we provide our clients include, but are not limited to, strategic planning, property management, financial reporting, and development and construction management.

APPLY ONLINE: <http://www.midamericagr.com/our-company/careers/illinois-office/property-manager>