

## About this Opportunity:

Pine Tree – a leader in the acquisition, management and leasing of shopping centers around the country – is looking for an organized, savvy and detail-oriented Assistant Property Manager to join its team. The chosen candidate will join the Property Management team in delivering to our tenants and partners the best management, maintenance and supervision of day-to-day operations at some of Pine Tree's growing portfolio of retail properties. This position is located at Pine Tree's Northbrook, IL office.

## Key Responsibilities:

- Assist Property Manager in all operational aspects of a property including but not limited to: maintenance, utility monitoring, Tenant and Capital Improvements, tenant relations, billing and collection, vendor contracts and relations, lease administration, code compliance, budgeting and cash disbursements.
- Assist in contract documentation preparation.
- Assist in scheduling regular inspections.
- Assist in communications to vendors, tenants, et al as necessary.
- Enter accurate lease information and review New Lease Checklist for new tenants.
- Check and report on tenant and vendor insurance certificates monthly.
- Collect, enter and monitor monthly tenant sales data.
- Ensure Pine Tree policies and procedures (or those of our partners) and the property management department are adhered to.
- Conduct periodic site visits/inspections including tenant interviews.
- Understand and interpret tenant leases including exclusives and prohibited uses.
- Analyze processes and procedures to ensure optimum efficiency levels.
- Develop and maintain positive relations with tenants and contractors.
- Function as the primary resource for all property activity.
- Maintain insurance information.
- Assist in data entry budget information as needed.
- Abstract lease information and update encumbrance matrix as needed.
- Issue various tenant bills as needed.
- Assist Property Manager in reconciliation activities as needed.

## Qualifications:

- Bachelors Degree, preferably in real estate or business.
- Ability to effectively prioritize tasks and move seamlessly between projects as situation requires.
- Ability to travel to complete property inspections, tenant visits, and meetings. This includes some overnight travel (~10%).
- Ability to work in a fast paced environment, handle multiple tasks and work independently.
- Strong customer service skills.
- Excellent written and oral communication skills.
- Knowledge of property management and accounting terminology.
- Self-starter who can manage a broad range of responsibilities.
- Strong Microsoft Office (Word, Excel, PowerPoint and Outlook) proficiency required.
- Fluent in English.
- 1-2 years of experience in property management or commercial real estate is a plus.
- Yardi software experience is a plus.