



Imperial Realty Company

JOB DESCRIPTION

POSITION: Assistant Property Manager

PROPERTIES: As assigned

HOURS: Monday – Friday 8:00AM to 5:30 PM (minimum). Saturday or Sunday min. two hours for catch up if necessary, occasional evening and weekend building checks. Be available for early morning and night property inspections. Occasionally work various shifts with in house cleaning/maintenance personnel and contract cleaning services. Start earlier on days of temperature extremes and/or snow. Be available for after hour's emergencies. We expect the person in this position to work the hours needed to successfully perform the items contained in this Job Description.

EXPERIENCE: Ideal candidate will have 1-2 years of experience with a bachelor's degree in real estate, construction or a related field.

RESPONSIBILITIES (include but are not limited to the following):

- Assist Property Manager with building inspections, procuring bids, managing maintenance staff and building operations.
- Help supervise and participate in all aspects of building maintenance repairs and projects.
- Coordinate access to building for contractors; meet with contractors as necessary.
- With Property Manager, conduct walk through inspections and follow-up on completion of red circle list projects. IRC expects buildings to be an "A."
- Assist with the completion of Calendar items and help achieve a 90%+ Completion Calendar success rate.
- Help adjust outside lighting schedules per Imperial Realty format
- Help adjust building temperature settings to correspond with temperature extremes or after hours HVAC requests.
- Maintain mechanics of each property in 'tip-top' shape
- Ensure time clocks and settings are perfect at all times
- Assist in making arrangements for all tenant moves out keys returns at least 5 days prior to move out.
- Help Property Manager track carpet protectors and refrigerators for all new tenant move-ins and be responsible for placement of carpet protectors and/or violation notices.
- Respond to all calls received in a timely manner; check voicemail regularly
- Check exterior building lighting at least twice a month.
- Assist with walking through each building with regularity including vacant spaces.
- Monitor vacant retail spaces for proper temperature and thermostat settings where applicable.
- Assist Property Manager in making sure all vacant spaces are ready to show.
- Help provide accurate, timely supply orders and maintain accurate inventory lists for janitorial and electrical supplies.
- Assist in monitoring utility usage and be responsible for building energy management (including but not limited to time clocks).
- Monitor parking lots for parking violators, review ticketing and towing procedures.
- Properly distribute and log vehicle stickers where applicable.
- Coordinate and help monitor all subcontracted work, show excellent project management skills.
- Help complete miscellaneous "in house" build-outs as needed.
- Under the supervision of the Property Manager, institute/maintain a preventative maintenance program for HVAC and pumps, including filter change update sheets.
- Maintain excellent tenant relations.
- Help monitor facility systems such as interior/exterior lighting, life safety equipment, building security including checking all exterior doors regularly for proper locking, following the security guard from time to time to assess proper PM door checks.
- Oversee subcontracted janitorial companies for quality of work, train/work with them to fulfill the Property Manager's expectations and/or contract.
- Monitor disposal, usage, costs and avoid extra charges.
- Perform other related duties and responsibilities as deemed necessary.

OUTSTANDING ACHIEVEMENT INCLUDES:

- Possess a positive "can do" attitude
- Maintain a professional attitude and demeanor at all times
- Help achieve "A" grades for buildings managed without Manager's strong participation.
- Support 90%+ completion calendar success
- Help coach and train employees; maintain a low turnover staff.
- Earn the respect and confidence from contractors and vendors.
- Help facilitate timely follow through on property repairs and problems.
- Cost cutting, value engineering and efficiency discipline.

Please contact **Bill Norman** to inquire about or apply for employment. You may email your resume to: jobs@imperialrealtyco.com or send via fax to: 773-736-6421 or phone 773-736-6420 for additional information.