

ML Realty Partners

<http://www.mlrealtypartners.com/>

Asset Manager

Itasca, IL

ML Realty Partners (MLRP) is a long term industrial real estate investor in the Central United States. The company provides clients with an exceptional experience at its properties. A collaborative team of accountable professionals, ML Realty Partners has a platform that will continue to strive to exceed team members' expectations, both in growth opportunities and in recognition of performance.

- Excellent communication, organizational and time management skills
- The ability to meet deadlines and work with all parts of the company
- Strong reporting and analytical skills
- Positive attitude and ability to work in team environment.
- Self-motivated and thrives in an entrepreneurial work environment.

Job Requirements

- Develop long term asset strategy for asset retention
- Collecting asset information directly and leading asset inventory projects
- Ensuring asset compliance and accuracy of all asset information
- Supervise the asset management team
- Documenting and maintaining asset inventory records in the asset management database
- Fixed asset related requests (placing assets into service, changing asset information, physical asset verification)
- Maximizing value of each asset
- Tracking company assets throughout the asset lifecycle
- Assist with asset inventory audits
- Outlined in the asset management process
- Supervise two fixed asset staff
- Reviewing asset condition and value
- Identified in asset management database
- Resolve discrepancies identified in asset management database
- Monitor portfolio trends and specific asset performance
- Track company fixed assets and fixed asset inventories
- Execute business plans for each asset
- Ensuring that generation business asset plans
- Manage all operating subsidiary asset management program
- Designated websites for asset location