Commercial Property Manager

Imperial Realty Company is an industry leader in commercial real estate headquartered in Chicago. Our portfolio consists of office buildings, shopping centers, industrial buildings and self-storage facilities.

We are seeking an experienced Commercial Property Manager with a keen eye for detail, trained to look for obvious as well as subtle improvements that will enhance our buildings in the suburbs. This is a very hands-on position that involves managing a number of properties with an emphasis on day-to-day building operations and maintenance staff supervision.

Responsible for all property operational activities in a given portfolio of buildings

* Ensure maintenance and property appearance of the highest possible standards within company guidelines
* Supervise and route maintenance personnel and provide daily prioritized work lists
* Procurement and analysis of multiple competitive bids for projects
* Monitor facility systems such as interior/exterior lighting, life safety equipment building security etc.
* Oversee and coordinate all new tenant move-ins to assure proper completion and tenant occupancy dates are met
* Maintain excellent tenant relations
* Perform and/or assist in the timely execution of building renovations and tenant improvement work
* Conduct property inspections on a daily basis, reporting notes taken

Requirements:

* Experiences managing commercial buildings
* Efficient multi-tasking and time management capability
* Experience supervising maintenance personnel providing daily work lists
* Strong verbal communication with the ability to communicate to all levels within the organization
* Proficient with Microsoft Office and have excellent writing skills.
* Must be able to travel to various city and suburban buildings within portfolio

If interested in a challenging work environment and the opportunity for long-term career growth, we look forward to hearing from you by submitting a resume to:[**bnorman@imperialrealtyco.com**](mailto:bnorman@imperialrealtyco.com)or contact us at 773-736- 6420.