

NAI Hiffman

<https://hiffman.com/>

Assistant Property Manager

Evanston, IL

NAI Hiffman is the largest independent commercial real estate services market leader in the greater metropolitan Chicago marketplace and part of the NAI Global network. We provide institutional and private leasing, property management, tenant representation, capital markets, project services, research, and marketing services for owners and occupiers of commercial real estate. To meet our clients' growing needs outside of our exclusive NAI Hiffman territory, we launched Hiffman National, our dedicated property solutions division, which provides property management, project services, accounting, and marketing services across the country. NAI Hiffman | Hiffman National is headquartered in suburban Chicago, with more than 200 employees and strategically located throughout North America.

If you are looking for an opportunity to work at an awarded - Crain's Chicago, Chicago Tribune, and USA Top Workplace, this may be the perfect fit for you.

On site class A Office Building.

There is a Metra and CTA stop connected to the building!

Position Requirements:

- Computer proficiency in Microsoft Office (Excel, Word, Outlook Required)
- Kardin, MRI and Yardi experience a plus
- Commercial Real Estate experience/strong financial acumen
- Strong organizational and interpersonal skills
- Strong verbal and written communication skills
- The ability to prioritize and multi-task
- Be a team player who can work independently
- The ability to learn new software quickly
- The desire to illustrate, grow and improve the business and team
- Bachelor's in Accounting, Economics or Finance a plus
- Illinois Broker's License required/ in the process of obtaining

Core Responsibilities:

- Assisting in A/R process includes preparing reports, tracking collections, and contacting tenants
- Assisting Manager in month end accrual reporting process
- Assisting in writing variance comments for financial reports(s)
- Assisting in writing the narrative section of the monthly financial reports(s)
- Assisting in preparation of year end CAM/RET reconciliations/Confirm tenants CAM/RET are billed according to lease-full understanding of cash/accrual basis
- Assisting in preparation of the property budget preparation process (understand Kardin)
- Tracking lease options and encumbrances
- Preparing tenant manuals
- Lease abstracting
- Assisting in the monthly property reporting process including variance writing
- Assisting in the budgeting preparation process
- Assisting in the tenant CAM/RET reconciliation process
- Provide additional administrative support in a variety of capacities including special project assistance, purchase orders, contract preparation and utility log maintenance
- Maintaining tenant/vendor certificate of Insurance log and ensuring proper insurance is placed
- Tenant/vendor relations
- Engineering/maintenance coordination
- Work order implementation/tracking
- Process of A/P Invoices (scanning, coding, entering, and obtaining proper approvals)