

NAI Hiffman  
<https://hiffman.com/>  
Property Manager  
Oak Brook Terrace, 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.

### **Core Responsibilities**

- Management of Industrial, Retail or Office portfolios
- Property budget preparation, implementation and tracking
- Preparation of monthly financial reports and variance writing
- Determination of monthly accruals
- Lease abstracting and implementation
- Preparation of tenant CAM/RET year end reconciliations
- Active role in vendor bidding, review and contract preparation
- Lead building capital and tenant improvements construction projects
- Engineering/maintenance coordination
- Tenant/vendor relations
- Ability to communicate with institutional clientele

### **Position Requirements**

- Must have at least 5+ years' experience in Property Management
- Computer proficiency in Microsoft Office (Excel, Word, Outlook)
- Kardin, MRI and Yardi experience a plus
- Strong customer service and organizational skills
- Must be detail-oriented and a motivated self-starter
- Must have the ability to multi task and work independently
- Illinois Broker's License Required
- BA / CPM / RPA designation a plus
- Office hours are 8:30-5:00 Monday through Friday, with remote working opportunities