

Pine Tree
Associate Property Manager
Oak Brook, IL

Headquartered near Chicago, Pine Tree is a leader in the acquisition, development, leasing, and management of necessity-based retail properties throughout the United States. With decades of experience in projects across the risk spectrum since its founding in 1995, we embrace an ever-changing retail landscape by focusing efforts toward omnichannel retailing, stakeholder experiences, and technology, and joint-venture projects. Pine Tree currently oversees the operations of 125 shopping centers with a total value of over \$3 billion nationwide.

Summary of Position

Pine Tree is searching for a talented, ambitious, self-directed candidate with strong customer service and problem-solving skills for the role of Associate Property Manager. Successful candidates will be motivated and excited to work at a fast-growing company with room for growth. The ideal candidate will join the Property Management team and make an immediate impact by delivering the best management, maintenance, and supervision of day-to-day operations to its shareholders.

Responsibilities

Assist the Property Manager in all operational aspects of a property including but not limited to maintenance, utility monitoring, tenant relations, billing, and collection, vendor contracts and relations, lease administration, code compliance, budgeting and cash disbursements.

Assist in contract document preparation.

Assist in scheduling regular inspections.

Assist in communications to vendors, tenants, et al as necessary.

Check and report on vendor insurance certificates monthly.

Collect and monitor monthly tenant sales data.

Ensure Pine Tree policies and procedures (or those of our partners) and the property management department are adhered to.

Conduct periodic site visits/inspections including tenant interviews.

Understand and interpret tenant leases including exclusives and prohibited uses.

Develop and maintain positive relations with tenants and contractors.

Along with the property manager, function as the primary resource for all property activity.

Assist in data entry budget information as needed.

Issue various tenant bills as needed.

Desired Skillsets & Qualifications

Bachelor's Degree, preferably in real estate or business.

1-2 years of experience in property management or commercial real estate strongly preferred.

Ability to effectively prioritize tasks and move seamlessly between projects as the situation requires.

Ability to travel to complete property inspections, tenant visits, and meetings. This may include some overnight travel (~10%).

Ability to work in a fast-paced environment, handle multiple tasks, and work independently.

Strong customer service skills.

Excellent written and oral communication skills.

Knowledge of property management and accounting terminology.

Self-starter who can manage a broad range of responsibilities.

Strong Microsoft Office (Word, Excel, and Outlook) proficiency required.

Yardi software experience is a plus.

