



JOB DESCRIPTION

Title: ASSISTANT PROPERTY MANAGER

Location: Phoenix, AZ

ROLE SUMMARY/PURPOSE

Under the general supervision of the Property Manager, the Assistant Manager's primary responsibility is to support the Property Manager in all phases of the operation including, but not limited to, general property administration, leasing, maintenance, and property operations.

ESSENTIAL FUNCTIONS/TASKS

Assists in the overall management of a select group of commercial properties as follows:

Property Administration and Tenant Relations:

- Prepare contract documents as directed, verifying all documents are in order with necessary signatures. Set up job and contract in Yardi Construction Module.
- Prepares tenant's welcome package and letter for Property Manager's signature.
- Prepare all appropriate forms for accounting adjustments.
- Prepare move-out reconciliation form for Property Manager's approval to remove vacating tenants from computer system.
- Prepare Suite Acceptance Letters.
- Lease Abstract Process – print abstract after notice received for Lease Administrator and distribute to Property Manager and Leasing Director for review. Update changes in Yardi and notify Lease Administrator for Basic Lease Information changes. Print final, clean Lease Abstract and file in tenant file.
- Maintain and track vendor Contracts and Certificates of Insurance and miscellaneous files.
- Maintain securities access system, if applicable, issues security/access cards.
- Update and maintain tenant contact and emergency information in Yardi.
- Plan marketing and tenant appreciation activities, as directed.

Property Operations and Maintenance:

- Receives communication and takes action on all complaints and service requests from property tenants.
- Reviews daily security reports and initiates follow-up action, as appropriate.
- Maintain/update current permits and construction contract extensions (documents).
- Monitor and update utility service accounts and responsibility (Landlord/Tenant).
- Assists in arrangements for alterations to, or maintenance, upkeep, or reconditioning of property under the direction of the Property Manager.
- Evaluate the daily activities of the Maintenance Engineer providing recommendations relative to tenant service improvements and/or workflow, as appropriate.
- Manage contract extension and progress payments through the Yardi Construction Module.

Accounts Receivable:

- Prepare tenant rent increase letters monthly.
- Prepare weekly Accounts Receivable Reports updating the potential collection of various past due receivable balances and keeping the Property Manager informed of past due and problem accounts on a timely basis.
- Review Accounts Receivable report weekly with Property Manager.
- Initiate and post late fee charges, as appropriate.
- Prepare tenant "pay or quit" notices as directed by Property Manager.
- Track and monitor tenant accounts submitted to collection agency.
- Manage and investigate all discrepancies in lease payments. Interpret lease agreements to determine proper invoicing for Net/Net, Gross, Net/Net/Net, CAM, situation and general billings.
- Analyze and reconcile monthly rental income, rent increases, an move-in and move-out information.

Financial/Budget:

- Assist in the preparation of monthly variance reports and provide other financial reporting information as required by Property Manager.
- Assist in the development, communication and monitoring of property budgets in a manner that supports the financial expectations of the company and allows the property to remain within budget.
- Assist Property Manager in the development of annual operating budgets for assigned properties and functional areas. Assist with entering the budgets in the computer system.
- Perform other special projects and duties as required by supervisor.

QUALIFICATIONS/REQUIREMENTS

Basic Qualifications

- A four year college degree is required.
- Minimum of 2 years property maintenance, construction, and supervisory experience is required.
- Minimum of 2 years experience working with the support and leasing teams.
- Knowledge and understanding of contracting and tenant improvement process.
- Knowledge and understanding of real estate law finance, accounting practices and procedures.
- Computer literate on spreadsheets, word processing, and property management systems.
- Experience with managing and maintaining electrical/mechanical and HVAC systems.
- Basic understanding of construction methods.

Eligibility Requirements

- Interested candidates must submit a resume/CV to bpcareers@psbusinessparks.com to be considered (note job# 2010022 - APMAZ)
- Must be willing to submit to a background investigation
- Must have unrestricted work authorization to work in the United States
- Must be willing to travel at least twice a year for training
- Must be willing to work overtime and on weekends with short notice
- Must have valid driver's license.
- Must have reliable transportation.

Additional Eligibility Requirements

A good DMV driving record is required and PS Business Parks will conduct a criminal background check. Job related criminal convictions, especially for alcohol or drug related driving under the influence (DUI) will be considered in making a decision about suitability for the positions and may require disqualification.

DESIRED CHARACTERISTICS

- CPM or RPA designations preferred
- Strong math and analytical skills.
- Ability to handle multiple tasks. Coordinate, manage and communicate efficiently and effectively.
- Effective verbal and written communication skills.
- Strong organizational skills and ability to remain composed and flexible.
- Trustworthy and dependable.
- Self-motivated, creative and resourceful.
- Professional presence and appearance.

ABOUT US

PS Business Parks, Inc. (NYSE PSB) is a publicly traded full service real estate company with expertise in leasing, property management, acquisition and development. As of December 31, 2008 the Company owned and operated approximately 19.6 million rentable square feet of commercial space located in eight states: Arizona, California, Florida, Maryland, Oregon, Texas, Virginia, and Washington. The Company also manages approximately 1.4 million rentable square feet on behalf of Public Storage, Inc. and its affiliated entities.