



## **Commercial Property Manager**

### **Job Summary**

Manages all operations and financial activities of Elmington Capital's commercial portfolio, consisting of more than 500,000 square feet of office and retail properties.

Along with this position comes a lot responsibility and a very high level of expectations. We are asking you to be the leader of a multi-million dollar company. You will be asked to provide a strong understanding and execution of complex financial statements, budgets and staffing.

### **Your Key Job Responsibilities will be to:**

- Effectively manage staff, operations and financial performance of our commercial portfolio.
- Responds to tenant needs, ensuring that administrative and building maintenance staff resolve problems promptly.
- Oversees and manages vendor and service contracts, maximizing opportunities for enhanced quality, improved operating efficiency, and cost savings.
- Be the primary representative onsite of Elmington to tenants and employees.
- Develops and controls annual budgets for operating and capital expenses.
- Coordinates tenant move-ins and move-outs, and walk-through spaces with tenants and construction department.
- Collects rent and pays expenses in compliance with lease terms.
- Reviews and reconciles tenant rent and Common Area Maintenance (CAM) recovery charges.

### **To be an effective Property Manager at Elmington, you will need to:**

- Have a great attitude
- Have high expectations
- Work with passion
- Have a tireless work ethic
- Be confident
- Be self-sufficient and self-motivated
- Be a good listener
- Offer a solution with every problem
- Be inspiring and motivational to your team
- Go above and beyond for our tenants

### **Essential Functions of Your Role Include, but are not limited to:**

- Professional verbal and written communication.
- Financial management, review and reporting.
- Presenting a professional image and effectively representing Elmington to tenants, vendors, and owners.
- Operating computers and other technological devices to access email, internet websites for business marketing and company utilized software.
- Preparing, locating and compiling information and documents.

- Responding to issues outside of normal work schedule when required.
- Following all company policies and procedures.

**Education and Experience**

High school diploma or general education degree (GED) required, Bachelor's degree (BA/BS) preferred. Minimum of four to six years of related experience and/or training.

**The Elmington Experience**

We're creating a different kind of company at Elmington. We promise we will be *never* be ordinary, which we hope you can see by this job description. There will be many days you simply aren't comfortable. You will be pushed to accomplish more than you ever thought possible. With that said, we know Elmington is not for everyone. BUT, if you believe in yourself, enjoy a challenge and appreciate working with exceptional people, then Elmington could very well be the last company you ever work for.

The company will recruit, hire, train, promote, and compensate its employees based upon factors such as work quality, behavior, training, and experience. In compliance with local, state, and federal laws, we provide equal employment opportunity regardless of race, color, creed, national origin, protected age category, gender, sexual orientation, religion, marital status, military status, or physical or mental disability of any individual who is otherwise qualified.

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