

Come Join Us!

We are Colliers International. Nice to meet you.

Colliers International | Philadelphia, (Lanard & Axilbund, LLC), a partner in the third largest commercial real estate provider in the world, has a full-time opening for an experienced Property Manager in its Center City Philadelphia headquarters. The company has additional regional offices in Conshohocken, Harrisburg, Allentown, Wilmington, Delaware and Mt. Laurel, New Jersey.

Colliers International focuses on accelerating our clients' success by seamlessly providing a full range of services to real estate users, owners and investors in Pennsylvania, New Jersey & Delaware, nationally and globally. Our professionals specialize in understanding our clients' unique business needs and offering customized real estate solutions.

The Property Manager is responsible to manage a portfolio of multiple properties. In addition, responsibilities include property operations and maintenance, tenant relations, tenant retention, tenant improvements, working with vendors, and preparing various reports for management and ownership review.

Key Responsibilities

The successful candidate will be able to demonstrate core competencies in the following areas:

Financial

- Budget preparation/draft annual budget for review and approval by senior management and ownership.
- Ensure financial stability of managed properties by reviewing monthly financial packages for final approval by senior management.
- Provide detail financial variance comments.
- Handle A/R collections/legal proceedings.
- Tracking of monthly gross sales of retail tenants and percentage rent payments.
- Coordination of operations and procedures with Accounting Department.
- Approve invoices and expense reports for timely payment.
- Identify reimbursable bill back activity and monitor collection.

Reporting

- Prepare monthly and quarterly reports for ownership and other reports for review and approval by senior management.
- Review tenant profiles and other reports for accuracy.

Operations

- Oversee all aspects of physical building management, maintenance and lease administration.
- Conduct and process property inspections.
- Coordinate vendor relations including approval and ensuring program qualification minimums are met; utilize corporate procurement program as needed.
- Manage tenant improvement process including proper billing of construction fees
- Competitively bid and oversee operational and tenant improvement contracts and services.
- Work with on-site engineering and maintenance personnel.
- Complete and process incident reports.
- Supervise job functions of property management team including administrative and maintenance team.
- Administer procedure for ordering materials and supplies.
- Interface with customers to insure compliance with lease obligations including auditing for accuracy.
- Ensure tenant satisfaction and relations on managed properties. Provide responsive service to ensure the highest level of satisfaction.

Leasing

- Monitor and maintain the appearance of vacant spaces and marketing material.
- Coordinate cross marketing and leasing of space with brokerage
- Move in/out procedures.
- Possible tenant renewal assistance.
- Collaborate with business development team in the solicitation of new business, presentations, banner, and marketing materials as it relates to REMS and proposals.

Requirements

The successful candidate will possess the following required degrees, certificates or competencies:

- 5+ years real commercial estate and property management work experience
- BA/BS Degree required; Preference to Finance or Real Estate related concentrations
- Real Estate License required; Preference to RPA, CSM and/or CPM designations.
- Strong skills and experience with Microsoft Applications (Word, Excel, Outlook, etc) and Yardi/MRI.
- Excellent organizational, prioritization and communications skills.
- Excellent client relations skills both with owners and tenants.
- Understand lease agreements and leasing terms.
- Prepare and understand budgeting process.

Personal Characteristics

The successful candidate will embody key attributes or characteristics in the following areas:

- Proactive, conscientious, reliable and flexible.
- Possesses strong interpersonal skills and seeks to develop solid relationships.
- Takes personal ownership.
- Demonstrates adaptability.
- Performs job duties in an organized, accurate, detailed oriented and productive fashion.

Compensation and Benefits

Competitive salary including a full range of health benefits, vacation plan, 401K and other benefits are available.

For consideration submit your resume AND salary requirements to hr@collierslanard.com. Please include the post's title in the subject of your email.

No phone inquiries from interested candidates or staffing agencies/recruiting services.

No mailed or faxed applications, please.

Colliers International provides equal employment opportunity to all persons. No employee or applicant for employment will be discriminated against because of race, creed, origin, marital status, sexual orientation, age, otherwise qualified disabled or veteran status or any other characteristic protected by law.