**Property Manager**

Link to Apply: https://careers-hines.icims.com/jobs/10142/property-manager/job?mode=view

**Responsibilities**

As a Property Manager with Hines, you will provide day-to-day operations management of two properties while emphasizing positive response to concerns of tenants and meet the investment objectives of the owner. Responsibilities include, but are not limited to:

* Develop and maintain ethical, professional, and courteous relations with contractors and tenants.
* Manage and develop all property personnel.
* Train, mentor, and continually develop Assistant Property Managers.
* Negotiate contracts and supervise all contractor services related to the physical operation of the property.
* Manage all fiscal activities of the property and maintain full P&L responsibility.
* Develop, implement, and maintain a marketing and leasing strategy for both current and prospective tenants and collaborate with asset managers or owners to meet performance objectives.
* Serve as primary contact with owner and prepare special ownership reports as needed.
* Display in depth knowledge of building mechanical systems and collaborate with Chief Engineer on stationary engineering initiatives.
* Direct all emergency procedures including but not limited to:
	+ Establish and execute emergency plans and practice drills
	+ Monitor emergency equipment
	+ Lead and/or assist with evacuations, bomb searches and life safety alarms as deemed reasonable and prudent
	+ Act as fire/life safety director while assisting emergency authorities and response teams
* Ensure all government, industry, and company required programs are instituted and maintained within the property.
* Provide support to development group including, but not limited to: owner relations, quality control during construction, program development and building start-up.
* Represent Hines in selected business, community, and industry organizations and groups.
* Comply with all company and regional policies.

**Qualifications**

Minimum Requirements include:

* Bachelor’s degree in business administration or related field from an accredited institution preferred; High school diploma required.
* Two or more years of related management experience.
* P&L responsibility and budgetary experience.
* Successful completion of the Hines Property Management Program Training or equivalent real estate knowledge.
* Interact with employees, visitors and contractors with poise and diplomacy.
* Provide leadership to all property personnel.
* Maintain a calm demeanor in emergencies.
* Compose business letters, expositions, summaries, and reports, using proper format, punctuation, grammar, diction, and style.
* Speak before an audience with confidence, using appropriate communication skills/style.
* Demonstrate strong initiative and customer service orientation.
* Establish and maintain a cooperative working atmosphere among staff.
* Exchange ideas, information, and opinions with others to formulate policies and programs and/or arrive jointly at decisions, conclusions, or solutions.
* Perform numerical and financial calculations.
* Analyze and interpret various types of data in order to draw conclusions and solve problems.
* Demonstrate proficiency in Microsoft Office software.
* On occasion, perform physical inspections of the property which may include climbing up and down stairs or accessing restrictive openings.
* Ability to lift up to 25lbs.
* Though occurrences are rare, be accessible 24 hours a day in case of an emergency and perform on-site operations management during natural disasters.
* Transfer properties and work overtime as business needs deem appropriate.