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**REAL ESTATE MANAGER  
ORGANIZATION**

Government Investment Partners, LLC (“GIP”) is a privately held real estate investment management company focused on acquiring, developing, or repurposing assets primarily leased to federal, state, and other governmental agencies. GIP is based in Deer Park, Illinois with key strategic regional offices in Atlanta, Georgia, and Sacramento, California. Government Investment Partners has a national reach allowing it to acquire, operate, and reposition properties throughout the country.

**JOB SUMMARY**

Manages all aspects of a portfolio of commercial real estate properties leased primarily to government entities. Oversees all building operations, tenant relations, budgets, and 3rd party vendors. From managing service contracts and overseeing tenant improvements, to completing property inspections and making recommendations, you’ll have the opportunity to share your innovative ideas to continually improve how we manage our commercial properties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Responds to tenant needs, ensuring that administrative and building technical staff resolve problems promptly. Ensures that services are provided in compliance with policies, procedures, regulations, and contractual obligations and standards.

Ensures periodic property inspection. Recommends and/or approves alterations, maintenance, and reconditioning as necessary. Contracts for and supervises vendor services as required.

Coordinates tenant move-ins and move-outs, and "walk-through" spaces with tenants and tenant improvement department.

Prepares and delivers timely, accurate, and complete reports.

Develops and controls annual budgets for operating and capital expenses. Forecasts management plans and helps prepare monthly and annual financials explaining variances.

Collects rent and pays expenses in compliance with lease terms. Prepares all required legal notices. Recommends and coordinates legal action as necessary.

Reviews and reconciles tenant rent and Common Area Maintenance (CAM) recovery charges.

Supports all property sales by overseeing the due diligence process and monitoring the activity of outside brokers.

Develops business relationships through membership and participation in professional, industry/trade, and civic organizations.

Performs other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

Provides formal supervision to individual employees within a single functional or operational area. Recommends staff recruitment, selection, promotion, advancement, corrective action, and termination. Plans and monitors appropriate staffing levels and utilization of labor, including overtime. Prepares and delivers performance appraisal for staff. Mentors and coaches team members to further develop competencies. Leads by example and models behaviors that are consistent with the company's values.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and EXPERIENCE**

Bachelor's degree (BA/BS) from a four-year college or university and a minimum of four to six years of related experience.

## **CERTIFICATES and/or LICENSES**

CPM or RPA professional designation or candidacy preferred. Active real estate license.

## **COMMUNICATION SKILLS**

Excellent written and verbal communication skills. Strong organizational and analytical skills. Ability to provide efficient, timely, reliable, and courteous service to customers. Ability to effectively present information. Ability to respond effectively to sensitive issues.

## **FINANCIAL KNOWLEDGE**

Strong understanding of financial reports, including variance of actual vs. budget numbers.

## **REASONING ABILITY**

Ability to comprehend, analyze, and interpret complex documents. Ability to problem solve using advanced analytical and quantitative skills.

## **OTHER SKILLS and/or ABILITIES**

Intermediate to advanced skills with Microsoft Office Suite, Dropbox, and Skyline accounting software.

## **BENEFITS**

- Competitive salary and discretionary bonus
- Choice of medical, dental, and vision plans that provide our employees and their families with high-quality healthcare
- 401(k) retirement savings plan with a generous employer match
- Defined-benefit retirement plan
- PTO, Sick, and Holiday pay
- Professional education tuition reimbursement provided
- Flexible office hours

## **Employment Type**

Full-time