

# Property Manager - Rosemont, IL

Job Locations US-Rosemont

**Link Logistics Real Estate ("Link")** is an industrial real estate operating platform owned by Blackstone. Link currently manages a national portfolio of high-quality, well-located industrial assets totaling over 400 million square feet throughout the United States, with approximately \$1.5B in the development pipeline. Established by Blackstone in 2019 as a best-in-class logistics real estate operating platform, Link brings customers the highest quality logistics portfolio, operating at the highest standard. The company's properties are at the center of the modern supply chain, helping its customers move products faster and more efficiently than ever before. Link's real estate investment business operates a diverse portfolio, including an unsurpassed selection of last-mile facilities in highly sought-after urban infill locations.

Blackstone is a global leader in real estate investing. Blackstone's real estate business was founded in 1991 and has \$174B of investor capital under management. The company is one of the world's largest property owners, owning and operating assets across every major geography and sector, including logistics, multifamily, and single-family housing, office, hospitality, and retail.

The Property Manager helps to ensure long-term occupancy in company properties by providing the highest level of customer service to tenants, maintain the appearance of assigned properties, manage the operating costs, and manage capital expenditures for assigned properties. Hire, train and supervise property management personnel as well as monitoring the overall financial health of all properties within the assigned Portfolio. Position reports to the Associate Director of Property Management.

## **RESPONSIBILITIES**

- **Tenants:** Act as main point of contact for tenants, manage move-in & out process. Visit tenants regularly and maintain a positive, productive, and professional relationship. Consistently

communicate with tenants and be a resource and problem-solver.

- **Property Inspection and Maintenance:** Regularly inspect and evaluate all building equipment, systems, and grounds to ensure that the appearance and operation of the company's properties meet company standards. Identify maintenance needs and follow through with coordination of repairs from bidding process through completion of work. Develop and maintain emergency procedures and preventative maintenance programs for all buildings. Execute or manage approved capital expenditures.
- **Work Orders:** Oversee the work order system to ensure that tenant service calls are handled to 100% customer satisfaction.
- **Contracts:** Negotiate contracts with key outside contractors to provide services as required. Ensure that work performed by contractors is performed timely and appropriately and with applicable liability/insurance coverage.
- **Financial Responsibility:** Develop and manage the annual budgets for assigned properties and ensure properties operate within the approved budget. Review monthly operating reports and explain budget variances. Review quarterly trial balances and ensure proper allocation of service costs. Manage accounts receivable; review delinquencies and help direct course of action for collections. Review operating expense reconciliations.
- **Special Projects** – Work with Leasing and Development to provide forecasts and financial benchmarks for potential projects, work on tax appeals, create programs to lower and control operating costs. Assist with acquisition and disposition diligence reviews.
- **Supervision-** When applicable, hire, develop and manage Assistant Property Managers and Property Management Administrators. Assist in fostering a team atmosphere within region. Conduct annual performance appraisals, train, and consistently manage, lead and provide direction for all team members.

## **PHYSICAL DEMANDS**

Nature of work requires an ability to effectively communicate and exchange information, collect, compile, and prepare work documents operating standard business office equipment. Ability to work at

construction sites, ability to climb and maneuver on building roofs, uneven terrain.

## **WORKING CONDITIONS**

Work performed in a general office environment. May require extended hours during peak periods. Availability for travel up to 50%-70% of the time to property and construction sites for on-site project monitoring and meeting attendance. Exposure to adverse weather conditions, loud noise, and dust conditions at construction sites.

## **QUALIFICATIONS**

- 4+ years of property or building management experience handling customer service and administrative issues related to real estate management.
- Demonstrate ability to manage budgets and reporting.
- Experience handling capital and tenant improvement projects.
- Proficiency in MS Office. Experience with Yardi strongly preferred.
- Excellent verbal and written communication skills.
- Ability to interpret documents such as leases, safety rules, plans and specifications, operating and maintenance instructions, and procedures manuals.
- Ability to speak effectively before tenants or employees of organization.
- Self-motivation, determination, and initiative in a team environment.
- Demonstrate a high attention to detail.
- Ability to multi-task effectively in a fast-paced work environment.
- BA or BS in Finance, Real Estate, Business Management preferred.

## **EEO Statement**

Our company is proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Our employment decisions are based on individual qualifications, job requirements and business needs without regard to race, color, marital status, sex, sexual orientation, gender identity and/or expression, age, religion, disability, citizenship status, national origin, pregnancy, veteran status and or any other

legally protected characteristics. We are committed to providing reasonable accommodations, if you need an accommodation to complete the application process, please email [employment@linklogistics.com](mailto:employment@linklogistics.com)