

Job Title: Assistant Commercial Property Manager
Company: Red Tail Acquisitions
Location: Indianapolis, IN or Chicago, IL
Full Time / Part Time: Full Time
Supervisor: Senior Regional Manager

Job Description:

Well-capitalized, privately held commercial real estate firm headquartered in Irvine, CA is looking for an experienced Assistant Commercial Property Manager to assist on a portfolio of industrial buildings, retail centers and flex space offices.

Duties include:

Assisting the Senior Regional Manager in overseeing:

- Building operations
- Tenant relations
- Lease administration
- A/R
- Vendor Relations
- Budgets
- OPEX reconciliations
- Tenant improvements
- Tenant renewals
- Capital projects

Special Requirements:

Physical Demands:

- The team member will be regularly required to sit, stand, walk, talk, hear, and reach using feet, legs, back, arms and hands. The employee may occasionally be required to climb. Employee will be required to work at a personal computer and talk on the phone for extended periods of time. Must possess the ability to detect auditory and/or visual alarms and be available to work extended/flexible hours and weekends, as needed.

Attendance/Travel:

- This position is a full-time position and may require the availability to work some nights, weekends, and occasional holidays. Some overnight travel may be required. Regular attendance and active participation/planning at company functions and events is also required.

Qualifications:

- Previous experience in Commercial Real Estate
- Knowledge of MS Office software (Word, PowerPoint, & Excel)
- Knowledge of RE management software, preferably Yardi modules
- Demonstrated interpersonal, communication, problem solving skills
- Demonstrated organization
- Professional demeanor
- Excellent communication skills
- Ability to work as a team player and independently

Learning and Development:

- Maintain a commitment to ongoing professional development and career growth through our company's continuing education programs

Education:

- High school diploma or equivalent

Professional Experience:

- Minimum of three years' experience as Assistant Commercial Property Manager preferred

Send resumes to ccarothers@rtacq.com