

ARTHUR DIAMOND ASSOCIATES INC

Executive Search Consultants

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PROPERTY MANAGER

REPORTS TO:

General Manager

PRIMARY FUNCTIONS:

The Property Manager is responsible for the overall financial and operational management of two Class A commercial office buildings totaling approximately 902,000 square feet. Responsibilities include, but are not limited to, budgeting and reforecasting, tenant relations, lease administration and accounts receivable, physical inspections, invoice management/processing and contract administration. The Property Manager is responsible for complying with the operational policies and procedures established by Vornado/Charles E. Smith and Vornado Realty Trust.

PRIMARY RESPONSIBILITIES:

The Property Manager's specific responsibilities and duties under the direction of the General Manager include, but are not limited to the following:

- Maintain excellent tenant relations. Regularly meet with tenant contacts to ensure expectations are met and issues are addressed in a timely manner.
- Coordinate tenant move ins or move outs, including: meeting with moving contractors to review rules and regulations, securing proper insurance certificates, advising tenant of restrictions and ensuring in all ways possible that the moving procedure is trouble free.
- Prepare the annual budgets, conduct monthly operations statement reviews, and draft the monthly reports including a detailed variance analysis (utilizing IBS accounting software system).
- Coordinate capital and other building repair & maintenance projects. Prepare Expenditure Authorization Requests complete with all required documentation in order to seek approval from appropriate authority.
- Read and understand terms of all leases and meet landlord's obligations per the contract.
- Oversee service contractor performance and work with the in-house Construction Management Team, including preparation of requests for proposal and contract specifications, analysis of pricing, transition issues and adherence to specifications.
- Review all building invoices prior to payment and approve all payments using online bill processing software. Coordinate and oversee billing for additional tenant services, including sub-metered utilities. Process check requests and journal entries as necessary.

- Ensure the timely collection of revenue and receivables, verify proper application of payments, and initiate legal action when appropriate.
- Oversee and facilitate the oversight of the parking garage contractors with special attention to security and ease of use for tenants, contractors and outside customers.
- Oversee timely completion of tenant work orders by monitoring work speed and managing engineering, security and janitorial staff accordingly.
- Service the requirements of the GSA, including but not limited to soliciting vendor pricing for improvements, preparation of proposals to GSA, overseeing the satisfactory completion of work, and ensuring GSA is billed accordingly.
- Maintain accurate lease files and vendor files on site.
- Establish and maintain excellent relationships with GSA, retail and private sector tenants, building owners, leasing representatives, building staff, and visitors. Regularly meet with contacts to ensure expectations are met and issues are addressed in a timely manner.
- Responsible for efficient and regular communication to the General Manager regarding significant property and tenant activities.
- Ability to work cohesively in a team environment with one other Property Manager, two Property Administrators and Engineering Tenant Service Center located within the same management office.
- One employee's daily activities will be directly supervised by this job.
- Other duties as assigned.

QUALIFICATIONS:

- BA/BS degree preferred plus three to five years progressive experience in commercial real estate management desired.
- Real Estate Salespersons License or Property Manager License preferred; Certified Property Manager or Real Property Administrator designation desired.
- Good Management/Supervisory experience preferred.
- Open communicator. Patient. Coach/Teacher. Good listener. Empathetic.
- Recognizes and appreciates direct reports' efforts and contributions, as well as provides timely constructive feedback.
- Good corporate champion who fosters teamwork.
- Provides clear, concise guidance and instructions.
- Strong computer skills including advanced knowledge of Excel and Microsoft Word required and some familiarity with accounting software packages (Timberline, JD Edwards, etc.) preferred. Ability to learn and effectively use internal software packages such as IBS.
- Ability to work independently in a highly visible position and to direct efforts of direct reports.
- Strong knowledge of building mechanical systems and construction management required.
- Ability to prepare accurate and detailed financial analysis required.
- Strong analytical skills and effective problem solving skills coupled with the ability to work independently and effectively manage concurrent tasks required.
- Demonstrate effective verbal and written communication skills.

- Composed demeanor, professional appearance, positive attitude and customer-oriented approach are priorities for this position.
- Must possess positive interpersonal skills and be able to communicate well and in a positive manner to customers, employees, visitors, and vendors at all times.
- Must be an independent worker who exercises good judgment and uses discretion, all with minimal supervision.
- Should be self-directed and motivated, organized, and demonstrate quick turnaround, follow through and follow up.
- Must be reliable and dependable with excellent attendance with the ability to work well under pressure.