

ARTHUR DIAMOND ASSOCIATES INC

Executive Search Consultants

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SENIOR PROPERTY MANAGER

REPORTS TO:

General Manager

PRIMARY FUNCTIONS:

The Senior Property Manager is responsible for the overall financial and operational management of four commercial office buildings totaling approximately 750,000 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 Senior 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 Senior 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.
- Prepares the annual budget, quarterly reforecast, perform monthly operations statement review, and draft the monthly management report including variance report. Directs preparation of financial statements and reports on status of properties such as occupancy rates and dates of expiration of leases.
- Demonstrate a strong knowledge and understanding of the various tenant leases and lease clauses. Maintain tickler system of key expiration/notification dates in lease files, perform monthly rent update, review and approve annual reconciliations, and complete all miscellaneous tenant billing.
- Process purchasing paperwork, including purchase orders, contracts and first addendum, check approval, and review of invoices prior to payment approval.
- Oversee collection activity for assigned properties. Follow up with tenant on payments and work with attorney on collection activities when required. Complete internal log notes on all AR activity.
- Oversee service contractor performance, including preparation of requests for proposal and contract specifications, analysis of pricing, transition issues and adherence to specifications.
- Bid, evaluate, supervise and oversee small construction projects and capital projects as necessary.
- Arranges for alternations to, or maintenance, upkeep, or reconditioning of property as specified in management services or lessee's agreement and employs or contracts for services of security, maintenance, and grounds keeping personnel and onsite management personnel, if required.

- 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.
- Prepares periodic inventory of building contents and property inspections of various types using the Workspeed system and forwards, as applicable, those reports to owner for review.
- Responsible for efficient and regular communication to the General Manager regarding significant property and tenant activities.
- Maintain accurate lease files, property files and vendor files on site.
- Supervise and mentor the assigned staff.
- Other duties as assigned.

SUPERVISORY RESONSIBILITIES:

- One employee will be directly supervised by this job.
- 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.

QUALIFICATIONS:

- BA/BS degree preferred plus a minimum of five years progressive experience in commercial real estate management desired.
- Certified Property Manager or Real Property Administrator designation or candidacy preferred.
- Advanced computer skills including strong working knowledge of Excel and Word with 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 with minimal supervision in highly visible position and to supervise and direct efforts of direct reports.
- Ability to regularly and customarily exercise discretion and independent judgment.
- Strong knowledge of building mechanical systems and construction management preferred.
- Ability to prepare accurate and detailed monthly financial reports.
- Strong analytical skills and effective problem solving skills coupled with the ability to work independently and effectively manage concurrent tasks.
- Demonstrated 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, uses discretion and keeps the process moving forward, all with minimal supervision.
- Should be self-directed and motivated, organized, and demonstrate quick turnaround, follow through and follow up.
- Must be reliable, dependable with excellent attendance, flexible and versatile.
- The ability to work well under pressure.