

SENIOR PROPERTY MANAGER OPPORTUNITY – COMMERCIAL

InSite Realty Partners, LP is an established, privately owned commercial real estate company in Houston, Texas specializing in project leasing, property management, asset management and development services for over 9 million square feet. InSite also focuses on the acquisition and disposition of properties and investment sales and brokerage services.

We are looking for a motivated, self-starting individual to join our team as a full-time Senior Property Manager.

Job Description/Responsibilities:

- Responsible for day-to-day operational management of office and industrial properties within the InSite Realty portfolio
- Develop and review annual budgets/reports for assets and track variances
- Acquisition/disposition due diligence
- Supervise and provide guidance to engineering and property management staff as needed regarding personnel matters, capital/large expenditure planning, leasing or building owner/asset manager level reporting
- Evaluation, supervision and authorization of contract services
- Tenant and capital improvement supervision
- Account collections and expense approval
- Coordinate and oversee quality physical repair and maintenance of the assets in a timely manner
- Foster positive relationships with tenants, external clients and internal clients
- Handle complaints and concerns in a prompt, appropriate manner
- Communicate clearly, accurately and timely with management and property owners
- Other duties/projects as required
- Reports to top management

Qualifications:

- Bachelor's degree – Business Administration, Real Estate, Finance or related field preferred
- Texas Real Estate Broker or Salesman license preferred
- 10+ years' Experience, preferably in commercial property management
- CPM and/or RPA designations in progress
- Strong understanding of financial reports, including variance of actual vs. budget numbers
- Working knowledge of Lease Agreements and administration of documents/process
- Microsoft Office and Outlook, Spreadsheets; Knowledge of AutoCAD, Kardin, Landport MRI, and Yardi software a plus
- Must be able to handle multiple projects, changing priorities and a continually heavy workload
- Managerial skills and a Team Player
- Strong initiative, honest and customer service oriented
- Ability to keep information strictly confidential
- Exceptional oral and written communication skills

Comprehensive Benefits Package

Please email your resume to Sarah Justus for consideration at sjustus@insiterealty.com.