

# Assistant Property Manager

New York, N.Y.

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Columbia Property Trust is currently seeking an **Assistant Property Manager** to assist in the management of an assigned property or portfolio of properties. The Assistant Property Manager will have general knowledge of all functions relating to the management of a property and interact with tenants and vendors on a regular basis.

## **Key Responsibilities**

- Act as primary supervisor to administrative employee(s) including hiring, performance management (including coaching and establishing goals), oversight of day-to-day tasks and priorities, and tracking time off.
- Subject matter expert for the office and manages one or more key service lines to support the assigned property (such as parking, security or landscaping). Serve as the primary point of contact, takes the lead on contracts, and coordinates with third party vendors. Collaborate with peers in other offices to establish and follow best practices.
- Assist in providing the administration of all activities related to the physical operation of the property, including but not limited to engineering, cleaning, repairs, remodeling, capital and tenant improvement projects, security, elevator maintenance, waste management, utilities, metal and stone maintenance, pest control, landscaping and parking (if applicable). Work with Property Manager on common-area-maintenance (CAM) reconciliations, monthly reports, and annual budgets.
- Manage building work order system and all billing related to it. Oversee cash receipt applications, monthly delinquencies and default process (late notices, default letters, tenant calls for Asset and Property Managers. Provide information and direct input in major fiscal activities, including business planning, financial planning, preparation and revisions of annual budgets (bids, contract increases, etc.).
- Build and maintain strong tenant relationships with a focus on day-to-day contacts as well as associated vendors (janitorial, landscaping, etc.).
- Coordinate tenant appreciation/holiday events and coordinate content updates on HQO – Columbia Gateway application. Assist in managing the day-today fiscal activities of the property including the on-site bookkeeping, operations analysis and budget management. Preparation of account receivable reports and coding of all invoices. and tenant billbacks.
- Assist Property Manager with financial reporting and monthly accruals.
- Coordinate content updates of property VTS (View the Space) platform as required.

## **Essential Functions**

- Provide primary oversight of building administrative and service employees.
- Day to day supervision of property operations.
- Coordinate the preparation and management of financial reports, AR/AP, etc.
- Build and maintain strong positive relations with tenants and tenant contacts.

## **Competencies**

- Working understanding of commercial office building operations and management.
- Knowledge of commercial leases and lease administration.
- Knowledge of/exposure to monthly financial reporting, expense variance analysis, accruals.
- Knowledge of AR/AP administration.
- Strong supervisory and customer service skills.
- Ability to multi-task and prioritize.
- Must be proficient in Microsoft Office.
- Must have excellent verbal and written communication skills.
- Must be a self-starter, self-disciplined, and highly organized.

### **Required Education/Experience**

- High School Diploma or equivalent.
- Minimum two years of experience in property management.
- Applicants must be authorized to work for any employer in the US.

### **Preferred Education/Experience**

- Completion of college course work preferred.
- Experience with MRI, Angus and/or Building Engines preferred.
- CPM, RPA designation a plus.

### **Travel Required and Percentage**

Approximately 20%.

### **Physical Demands**

The worker is sitting most of the time but will often include tasks involving light work, exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures, viewing a computer terminal and extensive reading. The worker is constantly typing into a computer, and occasionally other office productivity machinery (such as a calculator, copy machine, and computer printer). The worker needs to occasionally move about inside the office to access file cabinets, office machinery, etc. The worker may need to visit construction jobsites to review the progress of work, meet with the project management staff, lender inspectors and related parties. These visits may require the use of protective equipment and may entail visiting jobsites where agility is required to move around the site. The worker will visit properties to inspect mechanical rooms, roofs, common areas, tenant areas and landscaping.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

### **Company Background**

Columbia Property Trust creates storied properties for legendary companies in New York, San Francisco, Washington D.C., and Boston. The Columbia team is deeply experienced in transactions, asset management and repositioning, leasing, development, and property management. It employs these competencies to grow value across its high-quality, well-leased portfolio of 12 properties that contain more than five million rentable square feet, as well as four properties under development, and also has over 8.5 million square feet under management for private investors and third parties.

For more information, please visit [www.columbia.reit](http://www.columbia.reit).

Columbia is proud to be an Equal Opportunity Employer – Veterans/Disabled and other protected categories.