

Operations Manager

Hopewell, NJ

Columbia Property Trust is currently seeking an **Operations Manager** for our **Hopewell, NJ** office. The Operations Manager has general knowledge of all functions related to the operational management of the property while fostering open and consistent communication with the Building Engineers, vendors, and tenant contacts.

Key Responsibilities:

- Autonomously make daily operational decisions while keeping the General Manager abreast of the issue in a timely manner.
- Provide information needed for major fiscal activities, including business planning, financial planning, preparation, and revisions of annual budgets (bids, contract increases, etc.). Manage building work order system and all billing related to it.
- Implement and maintain a Preventive Maintenance Program for all equipment and building systems.
- Build and maintain strong tenant relationships with a focus on day-to-day contacts as well as associated vendors (janitorial, landscaping, etc.).
- Manage vendor and tenant Certificates of Insurance (COIs).
- Create project parameters, solicit vendor proposals, and create vendor contracts for annual services and one-time significant repairs.
- Create monthly operations reports for the General Manager and building owner.
- Work with Building Engineers and the Owners Association regarding site shared infrastructure services.
- Handle/manage administrative township and state records for surrounding farmland.

Essential Functions:

- Oversee all property operations, maintenance, and vendor relations performed by the unionized Building Engineers.
- Assist the General Manager with the development and preparation of the annual operating budget(s).
- Responsible for ensuring that the Building Engineers are scheduling routine and required inspections of the life safety systems including fire alarms, sprinklers, and emergency generators. Lead the review and operation of the energy management system.

Competencies:

- 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:

- Minimum 10 years' experience in commercial property/facility operations management.
- Minimum five years' experience directing union & non-union personnel responsible for mechanical and electrical maintenance.
- Ability to assist with developing the building's operating budget while operating the facility in line with the established budget.
- Applicants must be authorized to work for any employer in the US.

Preferred Education/Experience:

Bachelor's degree.

CPM or RPA designation.

Travel Required and Percentage:

None

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.

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 office portfolio and properties under management for private investors and third parties. Columbia is traded on the New York Stock Exchange under the ticker symbol CXP and has investment-grade ratings from both Moody's and S&P Global Ratings. For more information, please visit www.columbia.reit.

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