



Overview:

The Property Manager position supports and assists in the management of several multi-tenant commercial real estate properties in accordance with the Management Agreements and tenant leases. The Property Manager is involved in all aspects of day-to-day operations of the property, including accounting, tenant relations, maintenance and repair, security, janitorial services, landscaping, etc. The Property Manager handles tenant complaints and service requests, and must be familiar with the terms of tenant leases. The Property Manager assists in the preparation of the annual budget, reporting and financial performance of the property.

Essential Functions:

- Provide well-maintained, quality properties and anticipate and fulfill customer needs using company values and culture to elevate the team and achieve strategic goals.
- Collaborate with Asset Manager and implement plans to position assets competitively while attracting the target customer.
- Anticipate, identify, and respond pro-actively to risk and ensure compliance and minimize liability of stakeholders.
- Maximize income and control expenses to positively impact NOI.
- Collaborate with accounting and finance team to operate properties in-line with approved budgets.
- Assist in the production of year end CAM reconciliations.
- Skeptically review and approve invoices relating to property operations in a timely manner.
- Collaborate with the entire team to positively impact morale, optimize efficiencies and results, and out-perform department and portfolio goals.

Required Experience and Approach:

- Strongly prefer college degree
- 5+ years Commercial Property Management experience ideal
- Property Management designation a plus (i.e. RPA, CPM, etc.)
- Must have understanding of lease and contract construction and administration
- Must have understanding of tenant improvement construction
- Must have working knowledge of building functions, systems and design
- Must have good understanding of lease agreements and real estate law
- Must have strong computer skills including MS Office
- Experience with MRI Accounting Software is a plus

Company Overview:

Stos Partners is a privately held commercial real estate investment firm that acquires, owns and develops opportunistic commercial properties with a focus on value-add industrial and office investments. Led by a Principal with a track record of being the most active buyer of commercial real estate between 2009-2015 in San Diego, the firm partners with high net worth private capital and institutional investors to identify and invest in assets that are poised for strong future growth. The firm specializes in creating value through a hands-on operator approach that includes active leasing, property management and construction management. It's strengths are repositioning assets to creative/functional/modern space, as well as strategic redevelopment. Headquartered in San Diego with an office in Orange County, Stos Partners delivers deep local expertise and longstanding relationships that translate to a unique ability to source deals quickly and profitably.