

Assistant Commercial Property Manager | San Antonio, TX

Company Overview:

Headquartered in Bryan/College Station, Texas with an office in Houston and San Antonio, Oldham Goodwin Group, LLC, is a fully integrated commercial real estate firm offering comprehensive brokerage, development, management and advisory services throughout the state, specializing in retail, office, industrial, land, multifamily and hotel property types.

Position Overview:

The Assistant Commercial Property Manager is a full time position, and is responsible for the oversight of all aspects of property management of assigned properties for multiple commercial property owners, including operational and financial activities. The goal of this position is to meet/exceed Net Operating Income (NOI) projections, to maintain the physical condition of the asset and to ensure compliance with legal requirements and corporate policies/procedures.

Responsibilities and Duties

Responsibilities/Duties:

- Act as primary contact with property owners to ensure that objectives are being met. Prepare and deliver timely, accurate and complete reports.
- Provide quality & timely customer service to tenants.
- Assist in the development of annual budgets for operating and capital expenses. Forecast management plans and prepare monthly performance reports, explaining variances.
- Review and reconcile tenant rent and Common Area Maintenance (CAM), Insurance and Real Estate Tax recovery charges.
- Negotiate with tenants and prepare renewal/lease extension documents.
- Coordinate with Accounting Department to ensure accuracy of monthly tenant rent statements. Continuously review tenant accounts and monitor the collection process. Actively engages in resolving collection issues and disputes.
- When necessary, prepare correspondence with tenants regarding collections. Send and coordinate default notices to tenants and complete paperwork to initiate the legal process. Participate in legal action when required.
- Assist in developing and implementing the approved strategic plan for the property.
- Oversee the day-to-day operation of the property, including regular property inspections, to ensure proper functioning of building operations and that all site operations are in compliance

with established policies and procedures, the management agreement, and are consistent with the client's overall objectives.

- Identify and control the physical safety and liability concerns at assigned properties.
- Control procurement and expenditure processing.
- Ensure adherence to the approved budget with primary responsibility for variance reporting; forecast cash flow of property; review real estate tax assessments; and file required municipal reports.
- Approve and ensure accuracy of all Accounts Payable invoices related to operations, building maintenance, and capital expenditures in accordance with the established budget.
- Interface with Leasing Department regarding all aspects of leasing.
- Create initial claims reports and oversee property/liability claims by interacting with insurance carriers and internal staff.
- Coordinate and assist in the oversight of tenant improvements and capital projects.
- Coordinate contracts and activities of third party vendors, such as maintenance, landscaping and janitorial services. Ensures vendors are fully qualified and in compliance with requirements
- Provide input to Marketing Department on programs and signage.

Qualifications and Skills

Qualifications:

- BA or Associates degree with experience in commercial real estate property management preferred.
- Intermediate skills in MS Word, Excel, and Outlook
- Active TX real estate license preferred.
- Experience using software including OneSite preferred.
- Must be able to maintain flexibility in schedule in order to meet operational needs. This may require occasionally working outside of regularly scheduled hours.

Job Type: Full-time