



## ***CAREER OPPORTUNITY – ASSISTANT PROPERTY MANAGER***

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DivcoWest, founded in 1993, is a privately owned real estate investment firm with investment offices in San Francisco, Los Angeles, CA and Boston, MA. Since its inception, the company has acquired more than 40 million square feet of commercial real estate across the United States and manages over 4.5 billion of equity.

DivcoWest is expanding its portfolio and is seeking an Assistant Property Manager to join our team in San Francisco. This is a position that can offer the right candidate a wide range of responsibilities. Interested candidates should please send their resume to [jobs@divcowest.com](mailto:jobs@divcowest.com).

### **YOUR RESPONSIBILITIES WILL INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:**

- Monitor tenant receivables including preview of rent statements, responding to tenant inquiries, rent collection, miscellaneous billings and delinquency reporting.
- Process invoices daily, including vendor coding, approval verification and budgetary review. Maintain accurate financial records using MRI accounting software. Prepare necessary check requests; input related data and processing within established guidelines. Research and respond to internal and external inquiries. Research invoices and payments to insure timely and accurate payment.
- Act in a property manager capacity as needed.
- Manage the preparation of and give approval on accurate tenant billings.
- Follow up on all delinquencies. Obtain aging report for property manager and deliver standard correspondence to address delinquencies.
- Responsible for preparing aspects of the annual budget and gathering bid proposals for potential work to be performed.
- Produce vendor repair agreements, maintain vendor's files, supervise vendors as requested and monitor vendor insurance.
- Prepare lease abstracts for new tenant files, review monthly rent roll for accuracy and provide for supervisor review.
- Accurately compose own correspondence and spreadsheet documents as needed.
- Dispatch service calls, enter into the work order software program "Building Engines" and follow-up to ensure satisfactory completion.
- Lead regular property inspections as requested, prepare periodic inventory of building contents, provide appropriate follow-up and assign work to service providers as needed.
- Set up new tenant lease files, maintain existing tenant files, track tenant insurance certificates for vendors and tenants (coverage amounts and compliance dates) and update tenant lists monthly. Responsible for the monthly report summary of certificates of insurance to include upload of all data on "Building Engines".
- Assist with updating and maintaining the tenant handbook, order tenant move-in gifts, order holiday gifts and assist with planning of annual tenant events.
- Coordinate tenant move-ins including disbursement of keys and access cards, establishment of new mail service, walk-through and all other tasks as required.
- Manage card access input and procedures for the property.
- Professionally interface with all levels of management, vendors and tenants.
- Welcome visitors and clients in a professional, courteous and helpful manner.
- Efficiently perform a variety of clerical functions including handling incoming calls, general office duties (faxing, filing, mailing, scanning, copying) front office reception (greet, direct, and answer questions from visitors).



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- Update automated switchboard system with appropriate greetings
- Schedule any maintenance required for office machines and computers.
- Order office and building supplies, business cards & stationery.
- Arrange courier, reprographics retrieval pick-ups.
- Keep storage room, mailroom, conference room and kitchen stocked and organized.
- Complete monthly accounting tasks, including review of rent edits, accruals, and account payables.
- Assist property manager as needed with capital improvement and tenant improvement projects.
- Assist property manager as needed with monthly reporting, operating budgets and reconciliations.

### **PERSONAL CHARACTERISTICS:**

- Multi-tasked, detail oriented, and works well with deadlines
- A person who takes initiative and is “self starter” with a positive attitude
- Cooperative/Team Player
- Resourceful, reliable and punctual
- Eager to learn and be a "go-to" when questions/issues arise

### **QUALIFICATIONS:**

- Minimum two (2) years property management experience preferred
- California Real Estate License preferred
- 4 yr/2yr degree (BA preferred), experience in Commercial Real Estate Property Management preferred
- Strong mathematical skills and organizational aptitude
- Excellent computer skills including proficiency with Microsoft Word and Excel
- Clear, concise written and verbal communication skills
- Above average customer service skills and problem solving capabilities