



CAREER OPPORTUNITY – PROPERTY MANAGER

DivcoWest, founded in 1993, is a privately owned real estate investment firm with investment offices in San Francisco, Los Angeles, CA and Boston, MA. The company has acquired more than 30 million square feet of commercial real estate throughout the United States.

DivcoWest is expanding its portfolio and is seeking Property Managers to join our team located in The San Francisco Bay Area (primarily East Bay), California. 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 with **salary requirements**.

Your responsibilities will include, but are not limited to, the following:

- Responsible for day-to-day operations of the building including security, engineering, janitorial and all aspects of maintenance and repairs.
- Conduct property inspections and solicit bids for work.
- Negotiate and prepare all vendor services contracts and competitively bid vendor services annually.
- Oversee lease administration to ensure accurate records. Audit tenant and vendor certificates of insurance.
- Establish and maintain a tenant relations program that is innovative and fosters tenant retention.
- Respond to inquiries regarding lease terms, billings, repairs, and escalations.
- Respond to owner and tenant requests and/or concerns; create and maintain favorable landlord/tenant relations.
- Review and approve all invoices for the property to ensure proper control of expenditures and implementation of annual business plan.
- Train, supervise and manage building staff.
- Review monthly financial statements to ensure accurate reporting. Write and distribute monthly operating reports. Review and explain budget variances in revenue, expenses and other financial issues associated with property.
- Create annual operating budgets and reconcile operating expenses. Work with engineering to identify capital projects.
- Manage construction of capital projects, tenant improvements and any other work required in the building.
- Implement and oversee sustainability initiatives at the property.
- Monitor rent collection and pursue delinquencies, including serving legal notices as necessary.
- Support leasing program by facilitating tours and fostering positive relations with brokers.
- Administer Property Management Agreement and ensure contract requirements are met.

The ideal candidate will have exceptional oral and written communication skills, be proficient in Excel and MS Word and accounting software. 7-10 years of experience in Commercial Real Estate Property Management preferred. 4 year degree preferred. Excellent leadership and customer service skills with the ability to maintain a positive attitude and work both independently and as part of a team are a must. Dedication, multi-tasked and attention to detail is required.