



CITYCENTRE ONE | 800 Town & Country Blvd | Suite 200 | Houston, Texas 77024

## JOB DESCRIPTION

### Assistant Property Manager, Century Square

#### General Description

The Assistant Property Manager, Property Operations reports to the Property Manager and is responsible for operational activities associated with the Company's objective of creating value through the development, ownership, and operation of remarkable assets.

#### General Areas of Responsibility

- Continuously strive to provide the highest level of quality and service to our owners and clients.
- Successfully execute the property management policy and procedures related to the development and ownership of real estate, including mixed-use, office, retail and industrial properties.
- Make recommendations to the Property Manager regarding new ideas and procedures to streamline operations.
- Manage and grow the profitability of each asset via rent collections and expense management.
- Work on multiple projects, with varying priority levels, and meeting the agreed upon objectives.
- Assist and work closely with the other groups to facilitate the successful execution of company and asset objectives.

#### Focus Areas of Responsibility

- Assist with operations for a Retail and Office Building Complex (and the Associations related to this complex).
- Competitively bid service contracts and monitor performance.
- Prepare monthly variance and accounts receivable explanations for reporting to ownership.
- Collect rent in a timely fashion and research Tenant questions.
- Assist with annual budget and reforecast processes.
- Review and code invoices.
- Administer a work order system to ensure clients' issues are handled in a timely manner.
- Abstract Leases and uphold the Lease Language in day-to-day operations.
- Ensure exceptional tenant relations are held to the highest standards.
- Submit property inspection reports on a monthly basis.
- Other duties as assigned.

#### Qualifications

- Bachelor's degree required from an accredited institution in Management, Finance or Economics.
- Minimum of 1 + years practical experience in commercial real estate.
- Experience in corporate headquarters environment.

- Client service-oriented attitude.
- Excellent verbal and written communication skills.
- Strong organizational and prioritization skills.
- Advanced computer skills.
- Strong work ethic.
- Knowledge of MS Office (Word, Excel, PowerPoint and Outlook).
- Knowledge of Yardi and/or other Property Management/Accounting software.

#### Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

##### Language Skills:

- Effective written and oral communication skills essential including strong spelling, editing, proofreading, punctuation and grammar skills.

##### Other Skills and Abilities:

- Ability to manage all information with the highest degree of confidentiality.
- Ability to manage multiple priorities in a fast-paced, deadline-oriented environment.
- Ability to follow written and oral instructions.
- Exceptional follow-through skills.
- Fiscally responsible and uses reasoned judgment.
- Ability to plan ahead and think "outside the box".

##### Reasoning Ability

- Ability to think analytically, define problems, collect data, establish facts, and draw valid conclusions.

##### Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.