

**COMMERCIAL PROPERTY MANAGER**  
***BOESE COMMERCIAL***

**About**

Boese Commercial is seeking a Commercial Property Manager who will be a positive addition to our collaborative, friendly, and results-driven team. Boese Commercial is a full service commercial real estate brokerage that focuses on the industrial asset class. Our team has extensive experience in landlord representation, investment sales, property management, development, and leasing industrial portfolios. Our mission is to provide our clients with thoughtful, quality, and comprehensive service to assist in reaching their long-term real estate goals.

**Job Description**

The Commercial Property Manager will be responsible for the management of a growing portfolio of industrial property under the direct supervision of the General Manager. Management will include the overseeing and coordination of the day-to-day activities for the portfolio as well as meeting the objectives and standards set forth by the company. This job description is not designed to cover a comprehensive list of activities, duties or responsibilities that are required of the Commercial Property Manager; it is designed to provide an overview of a variety of duties to enlighten applicants of potential responsibilities. This position has room for upward growth as the portfolio expands.

**Overview of Responsibilities**

- Establish and maintain positive and effective relationships and communication with all property owners, vendors, and tenants in support of the portfolio's retention goals
- Conduct comprehensive site inspections to upkeep the maintenance/appearance of the portfolio
- Monitor and enforce the terms of all lease agreements including investigating and resolving tenant complaints, enforcing rules of occupancy, collecting rents, coordinating default proceedings, maintaining insurance certificates, evaluating lease expirations and renewals, and documenting all tenant interactions
- Assist with preparation of leases and related documents including amendments, extension, notices, applicant screenings and the completion of move-in / move-out checklists
- Responsible for assembling preferred vendor list; maintenance delegation, dispatch, and vendor selection; obtaining competitive bids for General Manager's review; meeting vendors on location and reviewing/approving invoices when projects are completed; ensure processes and procedures are followed for tracking maintenance requests with tenants and vendors
- Arrange vendor contracts for property including landscaping, janitorial, security, roofing, asphalt, concrete, trash removal, signage, HVAC, etc.; negotiating competitive pricing and managing disputes with these service providers where appropriate
- Coordination of inspections and services (fire inspections, backflow inspections, air condition servicing); ensuring regulatory compliance and effective management of risk and liability
- Meet potential tenants, showing them the property and assessing their applications in accordance with company screening criteria.
- Work closely with the property accountant to ensure proper collection and documentation of rents and fees; payment of property expenses; development of annual property budgets & cash flow forecasts; review and approval of all reporting prior to delivery to General Manager
- Conduct routine office duties including management of portfolio's keys/access codes, maintaining tenant files (physical and electronic), and preparing reports for General Manager and property owners
- Continually expand knowledge and education in Commercial Real Estate

**Qualifications**

- Bachelor's Degree or equivalent work experience
- Microsoft Word, Excel & Outlook – *intermediate to advanced skill level*
- Professional presentation and correspondence
- Driver's License & transportation to commute to portfolio properties
- California Real Estate License - *must hold a license or be willing to obtain one*

**Skills**

- Proven ability to employ a high level of time management skills focused on prioritization and delegation
- Organized and task oriented, able to work in a fast-paced, multiple deadlines environment, and adapt to changing priorities often and easily
- Self-starter with a high sense of urgency to problem solve quickly and resourcefully
- Observant and detail oriented with the ability to convey information, both written and oral, in a clear and concise manner
- Ability to work within a team or individually
- Leads with honesty and holds a strong work ethic

**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:

Ability to conduct walk-throughs, inspections, and complete site and building management activity.

The employee is frequently required to walk, use hands to type data, operate business machines, dial the telephone and reach with hands and arms. The employee must frequently lift and/or move 5-10 lbs. and occasionally lift and /or move up to 15 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus.

<b>Job Type</b>	<b>Pay</b>	<b>Schedule</b>
Full-time	\$23.00 per hour	40 hours per week Flexible Schedule – <i>to be determined with hired applicant</i>

**Benefits**

- Retirement Plan Simple IRA - *with matching*
- Health insurance
- Dental insurance
- Vision insurance
- Paid time off
- Sick Leave
- Bonus Pay

**Supervisor Contact:**

Erin Volpp, *General Manager*  
(310) 429 - 0051  
[erin@boesecommercial.com](mailto:erin@boesecommercial.com)