

Kraus-Anderson Realty Company

Job Title: Assistant Property Manager	Job Code:	Pay Band:
Reports To: VP of Properties	Division/Department: Property Management	
Effective Date: 11/10/2021	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time

Position Summary:

This position will be responsible for creating and maintaining a favorable relationship with tenants and to support the Property Management Department with special projects.

Essential Duties and Responsibilities:

- Responsible for the day-to-day management of assigned properties.
- Develop and implement property budgets and comprehensive management plans, which create value and a return on the Landlord's investment.
- Review and analyze ongoing financial results to include the preparation of appropriate monthly reports for ownership and to ensure value and investment objectives are being met. Where not, orchestrate appropriate corrective actions.
- Assist in directing the leasing of vacant space, negotiate lease renewals and prepare lease assignments and amendments to assure optimum return for the Landlord and property.
- Assure timely rent collections.
- Interpret and implement lease clauses to ensure that all parties abide by the terms and conditions set therein.
- Respond to emergency situations that may arise at any of the assigned properties.
- Ensure the construction for renovation, leasehold, and tenant improvement projects are successful and economically completed.
- Interface with and supervise maintenance personnel to ensure efficient handling of maintenance needs and administrative operation needs of the various properties.
- Prepare and implement promotion programs for the assigned retail properties, including directing any Merchants Association/Marketing Fund meetings/funds.
- Evaluate tenant complaints and proceed with appropriate corrective action to ensure consistently good tenant relations. Maintain and implement tenant manuals, tenant anniversary, and appreciation programs.
- Interface with the Leasing Department and leasing agents to ensure smooth coordination with new tenants.
- Establish and manage vendor and service contracts as required to maintain the assigned portfolios, including vendor certificates of insurance.
- Maintain CAD space plans for all assigned properties and inventory for property asbuilts and tenant plans.
- Participation with City/Chamber organizations and trade organizations such as BOMA, MSCA, etc.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- 1 to 3 years of experience in commercial property management with financial/analytical, tenant relations, and strategic planning skills
- Or equivalent college level business related courses
- Demonstrated computer proficiency (MS Office – Word, Excel and Outlook)
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers
- Excellent organizational skills
- Ability to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Ability to use time productively, maximize efficiency and meet challenging work goals
- Ability to maintain compliance with all company policies and procedures
- Ability to possess and maintain exceptional work ethic as well as uphold company values and demand the highest standard of conduct from self and others

Other:

- Valid Driver's License and ability to maintain a satisfactory Motor Vehicle Record
- Real Estate license required
- Travel

Physical Demands:

The physical demands described are representative of those that must be met by any employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Complete application at 501 South 8th Street, Minneapolis, MN 55404, or e-mail resume to tim.mayer@krausanderson.com.

www.krausanderson.com