

**Wellington Management, Inc. a 38-year-old commercial real estate firm managing a portfolio of 100+ commercial buildings in 24 communities of the Twin Cities Metropolitan area is seeking to fill a commercial property manager position managing a mix of retail, office and industrial properties. We offer competitive salaries, a full benefit package and the oppor**

**Our ideal candidate will have the following attributes:**

- A minimum of seven to ten years' experience managing commercial or retail properties
- Excellent written and oral communication skills
- Excellent financial skills including budgeting, cash flow planning and understanding financial statements
- Strong networking and business development skills
- Commercial and retail leasing experience
- Ability to negotiate leases and contracts providing a favorable outcome for the properties
- A MN real estate license and a CPM, RPA or other commercial real estate designation
- Ability to work independently and as a team member

### **Essential Job Functions**

- Inspect, manage and maintain properties in a professional, ethical manner reflecting a pride in ownership
- Rent collection, cash flow management, communicate property financial issues
- Annual operating adjustments, reconciliations and budget preparation
- Lease administration, ability to abstract lease agreements, lease renewals and new leasing as needed and directed
- Bid, compare, engage, manage and dismiss vendors as necessary to operate a competitive and well maintained property
- Experience managing and communicating with people in a close knit organization

### **Requirements of Employment**

- Knowledge of facilities and property management at a level normally acquired through seven to ten years of experience and a Bachelor's degree in business and/or CPM/RPA designations.
- Thorough knowledge of Microsoft Excel, Word and Outlook are required.
- Must pass a background check
- Experience with Yardi a plus, but not a requirement.

Please send resumes and references to [dbergstrom@wellingtonmgt.com](mailto:dbergstrom@wellingtonmgt.com) or via USPS to the Attention of David Bergstrom  
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St. Paul, MN 55108

