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MFC Properties Corporation develops, owns and manages and leases a portfolio of commercial real estate which consists of office, medical office, retail, light industrial and raw land.

**POSITION TITLE: Property Manager**

**POSITION SUMMARY: The Property Manager leads and advises staff and contractors in order to provide a superior tenant experience for an assigned portfolio that would be achieved through best in class property operations, maintenance, and customer service.**

**ESSENTIAL JOB RESPONSIBILITIES:**

- Perform regular inspections of properties, recommend and direct alterations, maintenance and reconditioning of properties as necessary.
- Negotiate and contract for vendor services and supervise work as required.
- Maintain positive relationships to sustain high retention levels with tenants.
- Respond to property and tenant needs and coordinate with team to resolve issues.
- Manage tenant move-ins, move-outs and all construction-related activities including obtaining assessments to evaluate pre-conditions of each property.
- Obtain interior selections for new tenant move-ins when necessary.
- Oversee the timely collection of rent, payment of expenses, compliance with lease terms, and preparation of all required legal notices.
- Prepare accurate, timely and complete monthly reports including operational summaries, collections, variance reports, and year-end reconciliations.
- Prepare annual budgets, forecasts and management plans.
- Supervise the planning and implementation of operating and capital expenditures.
- Supervise on-site management employees to ensure optimum performance.
- Interact regularly with clients and team to ensure that MFC business objectives are being met.
- Walk vacancies monthly to ensure upkeep.
- Approve coded invoices for payment.
- Review lease abstracts for accuracy.
- Related duties as assigned.

**QUALIFICATIONS:**

- Bachelor's Degree from a four year college or university preferably in Real Estate, Finance, Business, or related area of study or approved equivalent of education and experience.
- At least (two) 2 years of successful, related experience.
- Requires a thorough understanding of commercial real estate, property management operations, leases and vendor contracts.
- Ability to maintain a heavy on-site presence with frequent tenant, vendor, and staff interaction.
- Strong computer and internet skills, including Microsoft Office suite and accounting software.
- Excellent written and verbal communication and time-management skills.

- Great customer service skills.
- Genuine enthusiasm for the real estate industry and a can-do attitude.
- Minnesota Real Estate Salesperson License preferred but not required.

**KNOWLEDGE / SKILLS / ABILITIES:**

- Ability to work as part of a collaborative team.
- Strong organization and communication skills, with ability to multi-task and manage time to meet frequently changing deadlines in a fast-paced environment.
- The desire to work in an environment built around our Core Values of Tenant Focused, Integrity, Excellence, and Respect.

**PHYSICAL REQUIREMENTS:** The physical requirements described here are representative of those that must be met by an 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.

- While performing the duties of this job, the employee is regularly required to sit, stand; walk; use hands to operate office equipment, finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell.
- Light to moderate lifting is required.
- Must use a vehicle to travel to and from properties and staff/client meetings.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Typical office environment- both internal and client sites, as well as construction sites.
- Frequently interacts with other employees and the general public.
- Moderate noise (i.e. business office) with computers, phone, and printers.
- Frequent travel to and from properties.

**Next Step:** Please submit resume and salary requirements to [bmiller@mfcproperties.com](mailto:bmiller@mfcproperties.com).

