

**M&J WILKOW, LTD**  
**Job Description**

**Job Title:** Property Manager  
**Reports To:** Vice President of Office Property Management  
**Department:** Office Management  
**Location:** Wilkins Township, PA

**SUMMARY**

The Property Manager is responsible for the day-to-day operational management of a 10 building commercial office and retail complex totaling 775,000 sq ft. He/she is also responsible for implementing the policies, procedures and programs which place emphasis on tenant concerns, ownership objectives and maintaining the maximum asset value of the property.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:**

- Maintaining the physical appearance and condition of the property.
- Operation of the management office, maintenance of necessary files, records and documents.
- Prepare monthly financial report. Must understand accruals, variance comments and how to research variances. Must understand how to get work budgeted in one month done in the month budgeted and paid.
- Must be able to maintain capital expenditure schedule. Must understand how to re-forecast both operating expenses and capital expenses. Must be able to create ad hoc reports for anything needed.
- Maintaining effective work relationships with all tenants, contractors and M & J Wilkow employees.
- Accountability for income and expense control in relation to an approved annual budget.
- Awareness of goals and objectives of the property with reports & recommendations made to senior management on a regular basis.
- Administration of tenant leases, including providing all services, collecting all monies due, monitoring rentals, escalations, billable items, etc.
- Manage tenant improvement and building improvement projects.
- Process all invoices for goods and services incurred on behalf of the property. The process includes: coding, attaching required support documents and approval of all invoices.
- Negotiation & selection of contractors, vendors and services necessary to the operation of the property as well as monitoring contractor performance to ensure that all standards are being met.
- Development, preparation and distribution of tenant manuals, emergency procedures, and other necessary formalized tenant communications.
- Conducting regular property inspection tours, identifying and correcting deficiencies in the areas of cleaning, building maintenance, landscaping and other.
- Implementing security procedures necessary for the protection and well-being of building tenants and property.
- Ensuring that provisions are made for after-hours response to emergency conditions including security, fire, mechanical damage, and tenant situations.
- Regular review of delinquencies and actions to be taken consistent with company policy.
- Interaction with Leasing Agents in marketing and presenting space, ensuring that pertinent information is readily available, space is clean, in good repair and accessible.
- Participate in the proactive renewal of existing tenants.
- Preparation of monthly reports, budget and special projects on a timely basis.

- Reviewing and verifying for accuracy all accounting-generated reports on the property, rent rolls, actual vs. budget expense statements and escalation statements.
- Prepare for approval an annual income/expense budget utilizing approved guidelines and formats.
- Maintain building online portal to include tenant service requests, resource calendar, etc.
- 24/7 on call responsibility - occasional weekend work may be required.
- Other related duties and assignments as required.

## **SUPERVISORY RESPONSIBILITIES**

- To direct the activities undertaken by operations staff in accordance with company and property policies.
- Review staff performance in relation to goals and objective set forth at start of calendar year.
- Authorize expenditures in accordance with an approved operating budget, management agreement or other established guidelines.
- Conduct regular meetings with project personnel to ensure internal communications, exchange ideas and good employee morale.

## **QUALIFICATIONS**

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.

## **EDUCATION and/or EXPERIENCE**

- A bachelor's degree is preferred and/or
- Minimum four (4) to five (5) years of commercial property management experience
- Proficient in Microsoft Excel, Word, and Outlook and be able to pass a short test on such.
- MRI and AVID software knowledge/experience a major PLUS
- Construction management and coordination of tenant improvements
- Excellent verbal and written communication skills
- Detail oriented with strong organizational skills and ability to multi-task

## **CERTIFICATES, LICENSES, REGISTRATIONS**

None

## **PHYSICAL DEMANDS & WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that will be met by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

\*\* please email resumes to Rachel Williams at [rwilliams@wilkow.com](mailto:rwilliams@wilkow.com)