CAREER OPPORTUNITY – ASSISTANT PROPERTY MANAGER

Job Title: Assistant Property Manager
Department: Property Management
Reports To: Property Manager

DivcoWest is a vertically-integrated operator, owner, developer and real estate partner to the innovation economy. DivcoWest has corporate offices in San Francisco, Los Angeles, Boston, Washington, DC and New York as well as numerous property management locations across the United States. Since its inception, DivcoWest and its predecessor have acquired approximately 43 million square feet of commercial space - primarily throughout the United States and currently has approximately $5.8 billion of assets under management.

DivcoWest has a longstanding history of investing primarily in properties that serve the innovation markets of the economy, seeking to capitalize on DivcoWest’s extensive network of relationships within the markets for which the company has served over the last 25+ years. DivcoWest’s real estate portfolio currently includes existing and development properties consisting of office, R&D, lab, industrial, retail and multifamily.

SUMMARY: This position requires someone who is motivated, interested in learning and very attentive to detail. The individual for this position should be comfortable working and contributing to a team environment, enjoy being in a busy environment where new and complex transactions occur and interact with people at various levels within and outside the organization.

YOUR RESPONSIBILITIES WILL INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- Monitor tenant receivables including preview of rent statements, responding to tenant inquires, rent collection, miscellaneous billings and delinquency reporting.
- Process invoices daily, including vendor coding, approval verification and budgetary review via Nexus Payable.
- Maintain accurate financial records using MRI accounting software. Prepare necessary check requests; input related data and processing within established guidelines. Research and respond to internal and external inquiries. Research invoices and payments to insure timely and accurate payment.
- Manage the preparation of and give approval on accurate tenant billings.
- Follow up on all delinquencies. Obtain aging report for property manager and deliver standard correspondence to address delinquencies.
- Complete monthly accounting tasks, including review of rent edits, accruals, and account payables.
- Responsible for preparing aspects of the annual budget and gathering bid proposals for potential work to be performed.
- Produce vendor repair agreements, maintain vendor’s files, supervise vendors as requested and monitor vendor insurance.
- Prepare lease abstracts for new tenant files, review monthly rent roll for accuracy and provide for supervisor review.
- Dispatch service calls enter into the work order software program “Building Engines” and follow-up to ensure satisfactory completion.
- Lead regular property inspections as requested, prepare periodic inventory of building contents, provide appropriate follow-up and assign work to service providers as needed.
- Set up new tenant lease files, maintain existing tenant files, track tenant insurance certificates for vendors and tenants (coverage amounts and compliance dates) and update tenant lists monthly. Responsible for the monthly report summary of certificates of insurance to include upload of all data on “Building Engines”.
- Assist with updating and maintaining the tenant handbook, order tenant move-in gifts, order holiday gifts and assist with planning of annual tenant events.
- Coordinate tenant move-ins including disbursement of keys and access cards, establishment of new mail service, walk-through and all other tasks as required.
CAREER OPPORTUNITY – ASSISTANT PROPERTY MANAGER

- Manage card access input and procedures for the property.
- Assist property manager as needed with capital improvement and tenant improvement projects.
- Assist property manager as needed with monthly reporting, operating budgets and reconciliations.
- Act in a property manager capacity as needed.
- Professionally interface with all levels of management, vendors and tenants.
- Welcome visitors and clients in a professional, courteous and helpful manner.
- Efficiently perform a variety of clerical functions including handling incoming calls, general office duties (faxing, filing, mailing, scanning, copying) front office reception (greets, directs, and answers questions from visitors).
- Schedule any maintenance required for office machines and computers.
- Order office and building supplies, business cards & stationery.
- Arrange courier, reprographics retrieval pick-ups.
- Keep storage room, mailroom, conference room and kitchen stocked and organized.

Qualifications / Education / Requirements:

- 4 year degree preferred.
- 2+ years of experience in Commercial Real Estate Property Management preferred. 4 year degree preferred.
- MRI, Building Engines and Nexus or similar systems experience preferred.
- Understanding of general accounting and financing is a plus.
- Working knowledge of accounts payables, receivables, and expenditure is desired.
- Experience with data entry, basic reporting, filing, answering phones, scheduling, excellent verbal and written communications skills are a must.
- Great telephone skills; pleasant and courteous; excellent customer service.
- Present a professional, positive image that reflects well with the organization.
- Reliable and punctual.
- Excellent computer skills, including proficiency in Microsoft Office Products (Excel, Word, Outlook and PowerPoint).
- Ability to work independently and within a team to build relationships and interact effectively with all members of the company.
- Ability to multi-task, work successfully under pressure, and effectively prioritize and manage time and workload to meet property and client needs.
- A desire to work within a diverse, collaborative, and professional environment.

DivcoWest is an Equal Opportunity Employer. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

Interested candidates should send their resumes and cover letter to jkim@divcowest.com. Please include salary requirements.