



PROPERTY ONE

REGIONAL PROPERTY MANAGER

Responsible to: Property Management Division Head

General Responsibilities/Duties:

1. Overall responsibility for the Property Management Division to include, but not limited to administration, management, leasing, staffing, budgeting and profit/loss functions.
2. Reports to and performs in accordance with requirements of the President of Property One.
3. To develop, acquire and maintain property management accounts for company income and profit, and to recognize new business opportunities.
4. To build and maintain a management team capable of providing a wide range of management services required in buildings contractually managed by Property One, Inc.
5. Conduct the day-to-day activities of the Management Division as an experienced, skilled professional in order to reflect a favorable image on the Division and Property One, Inc.

Specific Responsibilities/Duties:

1. Provide property management and consulting services through methods and procedures established by company policy and programs.
2. Staff each project with experienced, capable personnel in accordance with approved budgets and time frames.
3. Assist owners in achieving their investment objectives through careful planning, organizing, staffing, directing, controlling, operating, analyzing and communicating.
4. Develop, and from time to time, re-develop the Standard Management and Management Consulting Contracts and other documents used by the Company. Post to the web site.
5. Supervise the preparation of/or prepare and submit for approval budgets, as required for each property managed; periodically report as required on deviations in actual operation variances from approved budget.
6. Submit other reports as required.

7. To be involved in civic and professional organizations and activities.
8. Responsible for the hiring, promotion, compensation, termination (with appropriate approvals) and supervision of the associated Staff.
9. Attend company staff meetings and report as directed.
10. Conduct periodic division staff meetings.
11. Interrelate with other departments, assist and review their activities as directed and work in a team effort at all times.
12. Establish and monitor property management trainee programs.
13. Establishes goals of the division and report on accomplishments as assigned.
14. Provide expert management consulting during involvement in design meetings for projects under development.
15. Prepare proposals and make presentations as directed to prospective clientele.
16. Periodically review and update (with Home Office approval) all division forms and systems in an effort to increase efficiency and reduce waste.
17. Solicit new property management accounts for the Division.
18. Approve and develop management plans as required.
19. Assist in company market research efforts as directed.
20. Coordinate the advertising and public relations activities for the projects and the Management Division in accordance with approved budgets and time frames.
21. Responsible for all aspects of maintenance for managed properties.
22. Responsible for all aspects of tenant improvement construction for managed properties.
23. Direct Engineer(s) pursuant to established policies and procedures.
24. Establishes and monitor division and division personnel, goals and objectives pursuant to overall company plans, and report on accomplishments as directed.
25. Interact with accounting department as required.

Education / Certification Requirements

College degree

Certified Property Manager or other related designations

State real estate license

Behavior Requirements

Position requires a positive team-oriented worker with a flexible working attitude.

Must have good time management skills.

Must have a professional and well-groomed appearance.

Requires good personable phone and organizational skills.

Punctual Attendance

Disclaimer Statement:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Signatures:

Employee

Date: _____

Supervisor

Date: _____