



Commercial Real Estate Services  
Since 1953  
One Van De Graaff Drive, Suite 402  
Burlington, MA 01803  
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### **Assistant Property Manager**

RETAIL PORTFOLIO

Position Description

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**SUMMARY:** Responsible for the day-to-day aspects of property management & maintenance issues related to portfolio. This individual works in tandem with the property manager, accounting team, leasing, and facilities staff to provide a full range of timely services to tenants and clients.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Prepares CAM/O&M and tax true-ups, reconciliation of sales transactions, HVAC billbacks and any tenant-billables.
- Works in tandem with property manager, construction department and subcontractors to coordinate tenant fit ups.
- In conjunction with Property Manager makes on-site inspections of portfolio to review, maintain and resolve issues related to the property.
- Responsible for the administration of contractual agreements including collection of certificates of insurance.
- Gathers and organizes budget data. Prepares preliminary budgets and monthly variances. Provides initial review of monthly budget variances and preparation of analysis.
- Responsible for collection of past-due receivables, collection of sales figures, management of petty cash. Notifies tenants of late payments, prepares aging letters.
- Prepares and reviews invoices to ensure that properties are reimbursed for expenses that were incurred on behalf of the tenant.
- Works with property manager to monitor property cash flow on a weekly basis and prepares projections.
- Responds to immediate tenant and client needs.

- ❑ Has supervisory responsibilities for subordinates in absence of Property Manager.
- ❑ Supports Property Manager and team as needed.

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**REPORTING RELATIONSHIP**

Reports directly to the Property Manager

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**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:** College Degree and three to five years of commercial and/or retail property management work experience.

**COMMUNICATION SKILLS:** Must have excellent interpersonal skills. Strong written and verbal skills a plus.

**MANAGEMENT EXPERIENCE** Will train.

**COMPUTER & MATH SKILLS:** Must be computer literate. Knowledge of Microsoft Office a plus. Should be proficient in basic math.

**BUSINESS SKILLS:** Must work well independently, multi-task well and possess a solid understanding of the business world. Should understand the customer orientation of the business and the need for good follow-up.

**REASONING ABILITY :** Needs to be able to look at the big picture with respect to the portfolio.

**CERTIFICATES, LICENSES, REGISTRATIONS**

**PHYSICAL DEMANDS:** The physical demands 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.

**WORK ENVIRONMENT:** 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.