Job Description: Commercial Real Estate Manager
FLSA Status: Exempt

InCity Properties Holdings, Inc. (www.incityinc.com; "**InCity**") is an expanding Puget Sound-based real estate property and asset management company managing both commercial and residential properties. Our portfolio of properties includes commercial and residential buildings of varying vintage, size and complexities. Our current commercial portfolio includes 50+ properties located in the Puget Sound region. Our mission is to maximize the return on investment for the owners while always being fair and objective to the tenants - the satisfaction of both the tenants and owners is key to our mission. As InCity continues to grow, the guiding principles of accountable service remain the core component of our philosophy.

The Commercial Real Estate Manager plays a pivotal role in executing the strategic and operational goals of our commercial portfolio. Supporting the VP of Commercial Real Estate, you will manage day-to-day asset performance, including financial oversight, leasing, tenant relations, and property upkeep. You will also lead key projects, collaborate closely with internal teams and external partners, and serve as a trusted point of escalation for all property-related matters. This is a hands-on role ideal for a highly organized, proactive leader who can act independently while motivating and mentoring others.

Key Responsibilities include, but are not limited to:

Portfolio Reporting & Analytics

- Partner with the VP and commercial team to ensure transparent, timely updates.
- Provide monthly or quarterly owner reports, including budget variance analysis and performance insights (rent, CAM, expenses, occupancy).

Tenant Relations & Leasing

- Conduct bi-monthly site walkthroughs to assess tenant satisfaction and maintenance needs.
- Maintain strong tenant relationships and resolve escalated issues promptly.
- Handle lease renewals, marketing efforts, lease abstract creation, coordination of tenant move-ins, move-outs, and tenant engagement events.
- Support leasing efforts and contribute to occupancy growth strategies.

Property Operations & Vendor Management

- Coordinate maintenance requests and oversee vendor performance.
- Lead vendor and contractor selection, negotiation, and performance management.
- Manage capital improvement and tenant improvement projects from planning through completion while preserving and enhancing asset value.

Financial Oversight & Budget Management

- Reconcile CAM charges and analyze property operating expenses.
- Prepare annual budgets and manage financial forecasting, rent collection, and variance analysis.

Compliance & Risk Management

- Evaluate properties and lease agreements to ensure compliance with ADA, safety, zoning, and insurance requirements while adhering to industry best practices.
- Address complaints or disputes, manage contract negotiations, and oversee compliance measures.

Operational Efficiency & Team Leadership

- Identify and implement opportunities for operational efficiency.
- Mentor junior staff and contribute to training and development initiatives.

Strategic Asset Guidance

- Contribute data and insights to support asset management strategies, capital planning, and property valuation growth.

Qualifications & Skills

Essential:

- Bachelor's degree in real estate, Business, Finance, or related field
- 5+ years of commercial real estate/property management experience
- Proficiency in Microsoft Office (Excel, Word, Outlook) and property management systems (e.g., AppFolio)
- Experience with lease abstraction, CAM reconciliation, and capital project scheduling
- Strong skills in budgeting, financial analysis, and reporting
- Excellent interpersonal, verbal, and written communication abilities
- Detail-oriented with strong analytical and organizational capabilities
- Self-starter who can "roll up sleeves," manage multiple priorities, and perform under pressure
- Valid Washington State driver's license and vehicle access
- Current Washington State real estate license

Preferred:

- CPM, RPA, or CCIM designation
- Experience with property repositioning, renovations, or capital and tenant improvement projects
- Familiarity with sustainability and energy efficiency programs for commercial properties

Compensation: Salary of $90,000 - $115,000, DOE. Compensation varies based on experience and qualifications. Medical benefits (including medical, dental, vision, Life, EAP and FSA) and 401(k) are available for the hired applicant subject to InCity's eligibility policies.

Interested Candidates: Interested individuals should send a resume and compensation expectations to resume@incityinc.com