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 overseeing both commercial and residential properties. Our portfolio of properties includes commercial and residential buildings of varying vintage, size, and complexity. Our current commercial portfolio includes 50+ properties located in the Puget Sound region. Our mission is to maximize the return on investment for owners while always being fair and objective to tenants - while remaining fair and objective to tenants—the satisfaction of both is central to our success. As InCity continues to grow, the guiding principles of accountability and service remain at the core of our philosophy.

The Commercial Real Estate Manager will provide support to a Senior Real Estate Manager and VP of Commercial Real Estate for all day-to-day operations of commercial assets of the assigned portfolio - including marketing, operations and financial activities. This includes various reporting responsibilities, assisting in executing renewals (when applicable), and handling matters related to existing tenants. This individual will be “first in line” for all property related items. This position requires a “roll up your sleeves mentality”, as well as being strong in project management across multiple facets. The ideal candidate requires minimal supervision and is quick to learn and gather information.

Key Responsibilities include, but are not limited to:

Reporting

- Maintain continuous communication with a Senior Real Estate Manager the VP of Commercial and the commercial team regarding the status of the commercial portfolio assigned
- Prepare monthly or quarterly status reports to be submitted to property owners, and properly follow up with owners on any questions received

Communication and Project Management

- Perform a walk-through of each property no less than bi-monthly, assessing any potential maintenance needs, as well as to “check in” with the tenants to be sure they are satisfied with the level of support and service
- Serve as the liaison between tenants and Senior Real Estate Manager on the assigned portfolio
- Communicate with the accounting personnel to ensure accurate records, vendor charges, and accurate reporting of the financials
- Build and grow relationships with InCity’s key vendors
- Investigate and resolve tenant and public complaints or other issues which may arrive

Assessments

- Manage and evaluate performance of vendors on no less than an annual basis
- Recommend methods/ways to maintain/increase property values and/or reduce costs without negative impact

Budgeting

- Lead the analysis and reconciling of operating expenses (“CAM recs”) for each property
- Meet financial objectives by collecting rents, forecasting requirements, preparing annual budgets and analyzing variances

Leasing

- When applicable, assist in marketing and showing vacant space; assist drafting lease agreements, amendments & preparation of lease abstracts
- Enforce lease terms, coordinate new Tenant move-in, confirm TI work is completed and review Tenant termination forms upon move out

Maintenance/Engineering

- Submit maintenance and repair requests to Engineering; meet regularly to follow up on outstanding requests.
- Schedule budgeted Capital work or major renovations, ensure the proper care of each property; assist with large construction projects

Qualifications & Skills

Essential:

- The Real Estate Manager will have the following experience and attributes:
- A minimum of a Bachelor of Science or Bachelor of Arts degree (BS, BA) or equivalent education
- At least 3-5 years' experience in the commercial real estate industry
- Proficient in Microsoft Office 365 (word, excel, outlook)
- Knowledge of real estate business practices and principles
- Excellent written and oral communication skills
- Demonstrated leadership ability, team management, and interpersonal skills
- Excellent analytical and organization skills
- Expert in multi-tasking and triaging prioritization
- Ability to maintain performance at a high level during stressful situations
- Washington State driver's license & use of personal vehicle
- Washington State Real Estate license

Preferred:

- CPM, RPA, or CCIM designation

Pay range and benefits: Salary of $80,000 - $105,000, 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