



Job Description – Property Manager

About This Position

NAI Select seeks an experienced, professional commercial property manager to join our company in the Boise, Idaho area. The Property Manager is the primary point of contact for our valued clients, tenants and vendors for a portfolio of commercial properties located primarily in the Treasure Valley. This position may manage multiple properties of various types at once, prioritizing issues and activities associated with client and property management.

Essential Functions/Tasks

Develop and maintain in-depth working knowledge of assigned properties.

Maintain open and regular communication with owners or their representatives.

Respond promptly and professionally to tenant requests and complaints and coordinate vendor response to solve problems.

Maintain positive relationships and high retention levels with all tenants. Understand tenant requirements for additional space, lease renewal probability and business profitability.

Ensure best possible physical condition of properties within budget constraints, including all building systems (HVAC, fire/life safety systems and equipment, elevators, security systems, etc.) in compliance with insurance requirements, building codes, life/safety codes and other applicable laws, regulations and policies.

Review financial reports and provide variance explanations.

Keep up to date on status of delinquent tenants and assist in collection.

Perform regular inspections of properties. Recommend and direct maintenance and improvement of properties as necessary.

Bid, contract for and supervise vendor and contractor services. Ensure service expectations and contract requirements are met.

Administer tenants' compliance with the terms of the lease.

Represent client property owners on owner association boards.

Conduct walk through with tenants prior to occupancy and upon expiration of lease and complete related paperwork to close out tenant account on a timely basis.

Review invoices for accuracy and proper coding and verify that work was satisfactorily completed.

Minimum Requirements

Bachelor's degree in Business Administration, Real Estate or a similar field, or demonstrated equivalent experience required.

Minimum 5 years' experience managing a variety of commercial retail, office and industrial properties.

Knowledge, Skills & Abilities

Must have excellent organizational, time management and multi-tasking skills.

Requires the ability to understand financial reports, budgets and forecasts.

Must possess excellent customer service skills in dealings with owners and tenants.

Requires experience and skill in vendor selection, supervision and relations.

Must be experienced with lease interpretation, drafting and editing.

Demonstrated excellent interpersonal skills and ability to work well with all team members.

Must be a team player who focuses on enhancing the success of the entire team.

Proficient in Microsoft Office with emphasis on Word and Excel and familiar with property management software systems.

License/Certification Required

Valid driver's license.

Licensed, insured and registered vehicle.

RPA or CPM professional designations preferred.

Workplace Conditions

This position primarily works in a typical office environment with inside air conditioning and heating. The incumbent may sit at a desk, using a computer for up to 8 hours in a day.

The position also frequently visits various properties for inspection, etc., that may expose incumbent to outside weather conditions for brief periods and possible construction products and conditions.

The Property Manager may occasionally lift up to 15 lbs (files, etc.)

This position is a full -time position, generally working 40 hours per week and may be on-call after hours, when needed.

Travel Requirements

Position travels between assigned properties managed and to meetings, however, most travel is local. The Property Manager uses his/her personal vehicle and is paid mileage at IRS rates.

Some travel out of the area may be required to visit properties outside the Treasure Valley or attend meetings, conferences or training.

Interested Candidates

Interested Candidates should email a resume to: chamilton@selectcps.com.