



POSITION TITLE: Senior Property Manager

REPORTS TO: EVP, Portfolio Services

COMPANY OVERVIEW:

Wallace Properties is a leading full service Commercial Real Estate Company located in Bellevue, Washington with Development, Brokerage and Property Management divisions. Wallace Properties has been a respected leader in the commercial real estate industry for over 40 years.

Our portfolio of managed properties, located throughout Washington State, includes retail, office, industrial and mixed used projects.

JOB SUMMARY:

The Senior Property Manager is responsible for the implementation and administration of policies, industry best practices, procedures and programs that assure properties in assigned portfolio are properly managed. The Senior Property Manager must provide exceptional customer service when working with current and prospective tenants, owners, vendors and team members. The Senior Property Manager will understand the needs of each property owner, the terms of the management agreement and the importance of maximizing the overall profitability and performance of each asset. The Senior Property Manager will manage and meet each key deliverable timeline for their portfolio and be fully accountable for the management of assigned portfolio. This position may require managing others in all aspects of property management.

This is a full-time salaried exempt position with on call responsibilities.

ESSENTIAL JOB FUNCTIONS (include but not limited to):

- Develop, implement and administer a management plan for each assigned property
- Develop and manage annual operating and capital budgets for each assigned property
- Inspect properties regularly and identify opportunities to increase the asset's value and optimize financial performance
- Maintain open, frequent and timely communications with owner/clients
- Work collaboratively with all owner representatives, including brokers, attorneys, accountants, etc.
- Manage tenant and capital improvements
- Provide oversight, as requested, and leadership to Assistant Property Managers and Administrative Assistants
- Assure that appropriate insurance requirements are in place for all properties
- Work closely with accounting to ensure accurate, timely and meaningful financial and operational reporting
- Manage tenant / landlord relations, resolve conflicts and recommend solutions
- Respond positively and promptly to all tenant requests

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- Manage all building systems and services at each property
- Ensure that all terms of the management agreement are met in a timely and professional manner
- Conduct RFP's, negotiate and prepare vendor contracts
- Manage and coordinate day to day financial needs of the portfolio including accounts receivable, CAM reconciliations, rent increases and accounts payables
- Administer leases to ensure compliance for both landlord and tenant
- Negotiate lease renewals, as assigned
- Manage and coordinate all operational aspects of each assigned property such as parking, security, access systems, janitorial, etc.
- Manage all aspects of the fire/life safety program for each assigned property
- Respond to after hours calls in a timely, professional manner
- Adhere to all Wallace Properties policies and procedures when providing property management and leasing services
- Any other duties related to the financial, physical or operational management of each properties in assigned portfolio

QUALIFICATIONS AND REQUIREMENTS:

Education/Designations/Licenses:

- Bachelor's degree in business management, finance, accounting or related field or equivalent experience preferred.
- Washington State Real Estate Broker's license required.
- CPM and/or RPA designation preferred
- Must have valid driver's License, insurance and reliable vehicle

Work Experience:

- Shopping Center / Retail property management experience preferred
- Third party management experience preferred
- Supervisory experience required

Technical Skills:

- Proficiency using Microsoft Word, Excel, Outlook
- Experience with accounting software Yardi, MRI or comparable programs preferred

General Knowledge, Skills and Abilities:

- Ability to foster positive relationships and work collaboratively with team members, clients, internal and external customers
- Strong customer service orientation and focus
- Desire to succeed in a dynamic, fast paced environment
- Impeccable attention to detail
- Able to prioritize and manage multiple projects at one time

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- Exceptional written and oral communication skills
- Learning mindset as it relates to the company's vision and purpose and each owner's goals
- Business, financial and accounting acumen

Wallace Properties is committed to developing and maintaining a diverse workforce and strongly believes in equal opportunity extended to all individuals in all aspects of the employment relationship. We offer a competitive salary and benefits package including the following: medical, dental, vision, life insurance, long term disability insurance, paid vacation and sick leave, 401K plan employee assistance program and paid holidays. For additional information about Wallace Properties, please visit our website at www.wallaceproperties.com.

Please submit resumes and salary requirements to info@wallaceproperties.com

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