



POSITION TITLE: Assistant 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 Assistant Property Manager will assist one or more Property Managers in the day to day operations and management of their assigned portfolios. The Assistant Property Manager must provide exceptional customer service when working with current and prospective tenants, owners, vendors and team members. The Assistant Property Manager will be flexible and respond positively to a dynamic and rapidly changing environment. The Assistant Property Manager will have a positive can-do attitude and provide support as directed by the Property Managers.

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

ESSENTIAL JOB FUNCTIONS (include but are not limited to):

- Assist in AR management, rent collections, rent notices
- Prepare tenant correspondence and update tenant information
- General administrative duties including scanning, filing, document management and mailing
- Manage key and access card systems
- Vendor management, insurance collection and set up
- Manage tenant insurance certificates
- Collect Gross Sales from Tenants
- Assist in the development of annual operating and capital budgets for each assigned property
- Inspect properties regularly and identify opportunities to improve operations and vendor performance
- Assist in managing parking programs for applicable properties
- Maintain utility spreadsheets for each property, as appropriate
- Work collaboratively with all team members, tenants, vendors and any owner representatives, including brokers, attorneys, accountants, etc.
- Respond positively and promptly to all tenant maintenance requests
- Learn and assist in managing building systems and services at each property
- Assist in conducting the bidding process and preparing vendor contracts

Investment/Development | Brokerage | Property Management

330 112th Avenue NE | Suite 200 | Bellevue, WA 98004 | P (425) 455-9976 | F (425) 646-3374

www.wallaceproperties.com



- Assist in managing day to day financial needs of the portfolio including accounts receivable, CAM reconciliations, rent increases and accounts payables
- Abstract, input and administer leases to ensure compliance of both landlord and tenant
- Assist in managing all operational aspects of each assigned property such as parking, security, access systems, janitorial, etc.
- Assist in managing all aspects of the fire/life safety program for each assigned property
- When assigned, respond to after- hours calls in a timely, professional manner
- Adhere to all Wallace Properties policies and procedures while performing duties
- Assist in performing any other assigned duties related to the financial, physical or operational management of each properties in assigned portfolio

QUALIFICATIONS AND REQUIREMENTS:

Education/Designations/Licenses:

- Associates or Bachelor's Degree in business management, finance, accounting or related field or equivalent experience preferred
- Washington State Real Estate license or be willing to obtain one within 90 days of employment
- Must have valid driver's license, insurance and reliable vehicle

Work Experience:

- Prior facility or property management experience preferred
- Prior administrative / customer support experience required
- Prior experience working in a professional environment where exceptional customer service and organizational skills were 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
- Exceptional written and oral communication skills
- Learning mindset as it relates to the company's vision and purpose and each owner's goals

Investment/Development | Brokerage | Property Management

330 112th Avenue NE | Suite 200 | Bellevue, WA 98004 | P (425) 455-9976 | F (425) 646-3374

www.wallaceproperties.com



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.

Investment/Development | Brokerage | Property Management

330 112th Avenue NE | Suite 200 | Bellevue, WA 98004 | P (425) 455-9976 | F (425) 646-3374

www.wallaceproperties.com