

The Assistant Real Estate Manager is responsible for supporting the Real Estate Manager in managing all aspects of a small portfolio of commercial office or industrial properties. This role will focus on providing superior customer service to the properties tenants and building owners.

Essential Job Functions:

- Responds to tenant needs and coordinates with maintenance staff to resolve problems.
- Maintains positive relationships and high retention levels with all tenants. Responds to all problems and concerns and ensures compliance with rules and regulations.
- Interacts regularly with property owners to ensure that objectives are being met.
- Anticipates and responds to owner's needs and concerns.
- Oversees the preparation of accurate, timely and complete reports.
- Supports the planning, budgeting and control of operating and capital expenditures.
- Oversees and approves the calculation of all special billings.
- Prepares annual budgets, forecasts, management plans, monthly performance reports, and variance reports. Understands and provides explanation for variances.
- Performs regular inspections of property. Recommends and directs alterations, maintenance and reconditioning of property as necessary.
- Contracts for vendor services and supervises as required. Requires basic understanding of tenant and capital improvements.
- Coordinates tenant move-ins and move-outs, and "walk-through" spaces with tenants and tenant improvement department.
- Oversees the collection of rent, payment of expenses, compliance with lease terms and preparation of all required legal notices. Recommends and coordinates legal action as necessary.
- Participates in civic and business organizations. Attends BOMA and/or IREM programs and activities.
- Conducts and maintains relationships with "key" clients/tenants, industry and trade associations, representatives of government, public service organizations, customers and vendors as necessary in the overall management of the property.
- Other duties may be assigned.

Education and Experience Requested:

- Bachelor's degree from a four year college or university
- Minimum of 2+ years of work related experience
- To hold Real Estate license in state of Tennessee, or to be working to obtain it is preferred.

Foundry Commercial is an Equal Opportunity Employer

Foundry Commercial is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. It is the policy of Foundry Commercial to grant equal employment opportunities to all qualified persons without regard to race, color, creed, sex, religion, age, national origin, marital status, sexual orientation, citizenship, physical or mental disability that does not prohibit performance of essential job functions, veteran's status, or any other conditions or identifications against which discrimination is prohibited.