

Please see link to apply and job description below.

<https://careers-hines.icims.com/jobs/9677/assistant-property-manager/job?mode=view>

Overview

When you join Hines, you will work alongside innovative leaders who set the standards responsible for our reputation as an industry leader today, and you'll be a part of shaping our future in the years to come.

Responsibilities

As an Assistant Property Manager with Hines, you will assist in providing day-to-day operations management of the property while emphasizing positive response to concerns of tenants and meet the investment objectives of the owner. Responsibilities include, but are not limited to:

- Develop and maintain ethical, professional, and courteous relations with contractors and tenants.
- Assist with the management and development of all property personnel.
- Handle the administration and vendor management of all activities related to the physical operation of the property.
- Manage fiscal activities of the property including, but not limited to: on-site accounting, operations analysis, budget preparation and management, business and financial planning.
- Direct all emergency procedures including but not limited to:
 - Establish and execute emergency plans and practice drills
 - Monitor emergency equipment
 - Lead and/or assist with evacuations, bomb searches and life safety alarms as deemed reasonable and prudent
 - Act as fire/life safety director while assisting emergency authorities and response teams
 - Comply with all company and regional policies.

Qualifications

Minimum Requirements include:

- Bachelor's degree in business administration or related field from an accredited institution.
- Two or more years professional work experience, with supervisory experience strongly preferred.
- P&L responsibility and budgetary experience.
- Successfully complete the Hines Property Management Training Program.
- Interact with employees, visitors and contractors with poise and diplomacy.
- Maintain a calm demeanor in emergencies.

- Compose business letters, expositions, summaries, and reports, using proper format, punctuation, grammar, diction, and style.
- Speak before an audience with confidence, using appropriate communication skills/style.
- Demonstrate strong initiative and customer service orientation.
- Establish and maintain a cooperative working atmosphere among staff.
- Exchange ideas, information, and opinions with others to formulate policies and programs and/or arrive jointly at decisions, conclusions, or solutions.
- Perform numerical and financial calculations.
- Analyze and interpret various types of data in order to draw conclusions and solve problems.
- Demonstrate proficiency in Microsoft Office software.
- Ability to lift up to 25lbs.
- Though occurrences are rare, be accessible 24 hours a day in case of an emergency and perform on-site operations management during natural disasters.
- Transfer properties and work overtime as business needs deem appropriate.

Hines is a privately owned global real estate investment firm founded in 1957 with a presence in 285 cities in 28 countries. Hines oversees investment assets under management totaling approximately \$90.3 billion¹. In addition, Hines provides third-party property-level services to 373 properties totaling 114.2 million square feet. Historically, Hines has developed, redeveloped or acquired approximately 1,530 properties, totaling over 511 million square feet. The firm currently has more than 198 developments underway around the world. With extensive experience in investments across the risk spectrum and all property types, and a foundational commitment to ESG, Hines is one of the largest and most-respected real estate organizations in the world. Visit www.hines.com for more information. ¹Includes both the global Hines organization as well as RIA AUM as of December 31, 2021.

We are an equal opportunity employer and support workforce diversity.

No calls or emails from third parties at this time please.