



Intelligent  
Real Estate  
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November 30, 2018

Property Manager's Position Job Opening

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## **Job Description:**

### **PROPERTY MANAGER'S POSITION SUMMARY**

The Property Manager is responsible for the day-to-day operations and other tasks as assigned and required to maintain the buildings and properties managed by Avison Young ("AY"). The Property Manager works with all departments within AY and through teamwork supports the mission of the company, to provide excellent customer service. The Property Manager is a liaison between company, owners, team members, tenants, vendors and building engineers.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Responsible for day-to-day property management of assigned commercial properties.
2. Prepares annual operating budgets for all assigned properties using property management software such as MRI and Yardi and in Excel.
3. Adjust to change as needed, be flexible.
4. Oversee the operation of each property in accordance with the approved budget.
5. Review, code and approve invoices.
6. Performs site inspections for any possible building issues, check building systems and check vendor work.
7. Coordinate a property team to resolve issues within a property.
8. Meet regularly with tenants to better understand and assess property needs.
9. Coordinate resources in response to building maintenance and emergencies.
10. Prepare and implement emergency preparedness for properties.
11. Secures bids from vendors, contractors and suppliers for budgeting purposes and expense reduction.
12. Utilize practical knowledge and ideas to overcome normal or unusual issues that arise at a property.
13. Manage vendors and service contractors
14. Bid and assemble contracts and provide oversight.
15. Keep information confidential of AY and properties.
16. Coordinate moves for new tenants coming to a property and for tenants leaving a property.
17. Maintain excellence in operating condition of properties.
18. Handle and respond to emergency calls at any time of day or night and report to owners.



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19. Document insurance claim incidents on properties.
20. Assist in overseeing construction management projects for tenant and capital improvements.
21. Perform other duties as assigned.

### **EDUCATION / EXPERIENCE / SKILLS**

College graduate or equivalent work experience in property management. Minimum of two to five years' experience in property management or complementary fields. Proficient in use of Microsoft Word, Excel and Outlook and prior use of MRI/Yardi property management software helpful. Financial and lease administration and vendor supervision.