

VRE Office Properties, LLC - Assistant Property Manager/ Property Administrator

Position Title: Assistant Property Manager/ Administrative Assistant

Job Status: Exempt, Full time position

Reports to: Senior Property Manager

Company: VRE Office Properties, LLC

Location: Brentwood, TN

Position Overview - The Assistant Property Manager will assist in promoting a positive tenant relations program. The Assistant Property Manager also has a thorough understanding of (and ability to manage) all external functions and activities that are directly related to enhancing the occupancy, performance and public perception of the properties. This includes assisting in our efforts concerning tenant relations, marketing and leasing, project management and vendor coordination. This position is also responsible for maintaining and enhancing the Vanderbilt Office Properties brand.

Primary Accountabilities/Responsibilities:

- Under the direction of the Senior Property Manager, assist in the implementation of the strategic plan Vanderbilt Office Properties has presented for the Nashville Portfolio.
- Provide a level of work and personal contact consistent with the first class nature of this Office Portfolio.
- Facilitate an environment of cooperation and support within the entire staff and all other employees and vendors who are working on the behalf of Vanderbilt Office Properties, LLC.
- Assist in implementing a marketing program, as directed by the SPM.
- Assist in the annual capital improvement process as needed, including bidding and supervision of work.
- Inspect vacant units for market readiness prior to leasing tours, move-in and inspect for damage after move-out.
- Effectively build and maintain relationships with internal team, and all external contacts, including (but not limited to) vendors, suppliers, tenants, contractors, contracted services, local authorities, local code officials, etc.
- Effectively assist in management and coordination of vendors through a thorough understanding of all applicable service or maintenance contracts, maintain open communication with vendors through regular contact.
- Assist as needed with construction activity.
- Understand and assist with the scheduling of all preventative maintenance, repairs, services, grounds maintenance, HVAC maintenance, painting, cleaning and other maintenance that efficiently operates the property.
- Assist with and build positive tenant relationships.
- Assist tenants with account questions.
- Provide administrative support to the Nashville team.

- Manage and coordinate the day to day operation of VRE Office Properties, LLC Offices. This includes managing the office supplies, oversight of all the office equipment including both hardware and software, assisting with invoicing and bill paying, coordination of access control systems and schedules, oversee insurance certificates for vendors and tenants, maintain tenant contact database, coordinating any scheduled Tenant events and communications.
- Oversee conference center, ensuring set up and scheduling is correct.
- Miscellaneous tasks and special projects.
- Other duties as assigned.

Job Requirements:

- BA or BS degree preferred.
- 1-2 years of experience working as an Assistant Manager, and/or 3 years of property management experience on a large commercial office building preferred.
- 1-2 years of project/construction management experience preferred.
- CPM, RPA, and/or Real Estate Sales License preferred.
- Knowledge of commercial building practices and systems, HVAC, plumbing and electrical systems.
- Must have excellent organizational, analytical, verbal and written communication skills.
- Proven ability to be flexible, prioritize and manage multiple projects, as well as solve problems in a timely manner.
- Excel, Word, and computer skills required.
- Must possess a current and valid driver's license.

Class: Full-time, exempt
Equal Opportunity Employer.