

## Commercial Property Manager

Waypoint Real Estate, LLC – Fort Collins, CO



> **WHAT WE DO** > Waypoint Real Estate provides commercial brokerage, property management, and investment services in Northern Colorado and Southern Wyoming. Our purpose extends beyond real estate in our mission to create meaningful impact for our clients, for our team, and for our community.

Our property management solutions help Northern Colorado asset owners who want to achieve a high quality of life with peace of mind by enhancing tenant satisfaction, solving emergencies, simplifying complexity and providing creative problem-solving, unique market intel, transparency and visibility into their future.

> **WHY WE DO IT** > **To create meaningful impact for our team, our families, and our community.**

> **WHO WE WANT** > We are seeking a Commercial Property Manager to join our talented commercial real estate management team. The Property Manager will be responsible for the management of 3<sup>rd</sup> party Commercial Properties and Associations while maintaining positive client relations with both property owners and tenants. We will pursue an experienced and disciplined multi-tasker with excellent people and organizational skills. We will pursue someone who is team-oriented, operates with integrity, and treats others with respect. We will pursue those with high positive energy, and a person with whom we would enjoy spending time off the clock.

> **WHAT YOU WILL BE DOING** > You will work closely with Property Managers and Accountants to manage tenant requests, coordinate property coverage, ensure compliance standards are met, and maintain property records. In addition, you will work closely with Facilities Maintenance staff and third-party vendors to ensure basic property needs are met.

### > **YOUR RESPONSIBILITIES INCLUDE** >

- Tenant Relations
  - Interact with Tenants to address their needs, concerns, and requests
  - Submit and/or approve service requests made by Tenants, in accordance with their lease
  - Perform Tenant Move-Ins and Move Outs
- Lease Administration
  - Review and communicate commercial lease terms, interpreting lease obligations to Owners and Tenants alike
  - Collect security deposits, rent, and late payments from Tenants
  - Oversee the prepare and delivery Tenant notification of base rent or additional rent changes
  - Obtain Tenant's certificate of insurance
- Facilities Management
  - Conduct property inspections and identify any need for repair/replacement of building components
  - Ensure essential services are contracted for completed timely and satisfactorily
    - Snow Removal, Landscaping, Janitorial, Maintenance Contracts, HVAC, Life Safety Systems, etc.
  - Key system management
  - Manage recurring manual billings (water, sewer, electric, and any other utilities)
  - Ensure appropriate property insurance coverage is in place
- Financial Reporting
  - Prepare and manage annual operating budgets for Properties
  - Plan for and manage capital expense upgrades to the Property, including major repairs, replacements, or improvements.
  - Prepare periodic performance reports for the Property Owner, covering both financial and operational aspects of the Property
- Commercial Association Management
  - Supervise the operation and administration of the Association in accordance with the management agreement and the Association's policies and procedures

### > **MINIMUM REQUIREMENTS** >

- 3-5 years of Commercial Property Management experience
- Proficiency in Microsoft Office suite, particularly Microsoft Outlook, Word, and Excel

*Expected Salary Range: \$55,000-\$80,000/year commensurate with experience. This is a full-time position, with a competitive benefits package and growth opportunity.*

To apply, please complete our Employment Application at <https://www.waypointre.com/employment-application> and upload your cover letter and resume. For questions about the position, please email [iwantajob@waypointre.com](mailto:iwantajob@waypointre.com)