

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 assist the General Manager and Property Manager in providing reliable, timely, and efficient day-to-day management of the property, with an emphasis on interfacing with various external service providers and positive response to tenant concerns, while meeting the investment objectives of the owners. Additionally, this role facilitates continuous improvement in commercial office systems and procedures to ensure an efficient and productive operating environment. Responsibilities include, but are not limited to:

- Deliver excellent service to tenants by establishing and maintaining professional working relationships with tenants, resolving tenant inquiries and enhancing the overall tenant experiences at the property.
- Assist with the administration of all property service contracts and vendor management of all activities related to the physical operation of the property.
- Develop and maintain ethical, professional, and courteous relations with contractors and tenants.
- Assist with the preparation of tenant communications and the development of all property personnel
- Maintain quality building premises by administering and monitoring "AWARE" (tenant service request system) for completion of tenant work orders and preventative maintenance tasks, assist with the development of the tenant manual.
- Assist with the management.
- Manage fiscal activities of the property including, but not limited to accounting, operations analysis, budget preparation and management, business and financial planning.
- Assist in the management and reporting of additional revenue streams, parking, storage, miscellaneous revenue, events, etc.
- Assist with all property emergency procedures development and response.
- Comply with all company and regional policies.

Qualifications

Minimum Requirements include:

- Bachelor's degree in business administration or related field from an accredited institution preferred; High school diploma required.
- Two plus years professional work experience, with supervisory experience strongly preferred.
- Continuing involvement with professional organizations such as BOMA, NAOIP, REALPAC.
- Budgetary experience; specifically, procedures for expenses/revenues.
- Interact with employees, visitors and contractors with poise and diplomacy.
- Maintain a calm demeanor in emergencies.

- Possess strong written and verbal communication skills 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.

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.

Please apply at: <https://careers-hines.icims.com/jobs/9707/assistant-property-manager/job?mode=view>