

Assistant Property Manager

Link to Apply: <https://careers-hines.icims.com/jobs/11322/assistant-property-manager/job?mode=view>

Responsibilities

As an Assistant Property Manager with Hines, you will assist in providing day-to-day operations and maintenance of the building. Directs staff and contractors in the performance of maintenance and repairs. Delivers a triple A level of facilities services, in keeping with Hines quality standards, ensuring tenant and public safety.

Responsibilities include, but are not limited to:

- Monitors physical operation of building systems/equipment (including related software); ensures systems operating within specified tolerances; maintains/updates daily reporting logs; repairs equipment, directs repair of, or obtains quotes from contractors to perform repairs; Ensures building runs with energy control and tracking to ensure optimal performance
- Makes purchases of building supplies/inventories to maintain acceptable stock levels
- Completes administrative functions including monthly reports, site policies and procedures, site audit preparation, etc.
- Participates in development of operating budget; assists with the responsibility to operate within budget
- Participates in development of short/long-term infrastructure plans; acquisition of capital equipment/supplies
- Participates in tendering process and negotiation of costs/fees with suppliers/contractors
- Ensures staff, contractors, and physical site compliance re: OHS standards, Hines quality standards and applicable codes/regulations
- Ensures accuracy, timeliness and completeness of work orders, various documents of the team
- Maintains Computerized Maintenance Management System (CMMS) including preventative maintenance schedules/plans; updated site-specific task cards; reviews/adjusts system maintenance schedules (as required) considering budget and resources
- Works as necessitated by building activities/requirements including weekends, holidays and after hours; responds to building emergencies on an on-call basis; responds to emergency calls by telephone (or in person if required); arranges for/supervises contractors (as required)
- Participates in committee meetings as applicable
- Ensures contractors fulfill contractual obligations and adhere to site procedures and policies
- Schedules assignment of duties; supervises, directs and monitors duties carried out by staff and contractors recommending operational efficiency improvements as appropriate; mentors, coaches and provides leadership to staff; fosters potential relationships
- In collaboration with next level of management: participates in recruitment process; develops site goals/objectives; facilitates employee goal setting; identifies training/education requirements; conducts performance reviews; investigates staff performance issues/recommends action
- In collaboration with next level of management, defines personal skill/competency gap and creates/implements personal/career development plans
- Assist with the Supervision of maintenance/construction projects within building both tenant and base building

Qualifications

Minimum Requirements include:

- Bachelor's degree in business administration or related field from an accredited institution preferred; High school diploma required.
- Two or more 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.
- Apply a LEAN analysis approach to seek continuous improvement
- Use a variety of problem solving, judgement and reasoning techniques.
- Organizational skills and the flexibility to jump from priority to priority, this will allow the role to juggle a variety of functions

Hines is a global real estate investment, development and property manager. The firm was founded by Gerald D. Hines in 1957 and now operates in 28 countries. We manage a \$92.3B¹ portfolio of high-performing assets across residential, logistics, retail, office and mixed-use strategies. Our local teams serve 634 properties totaling over 225 million square feet globally. We are committed to a net zero carbon target by 2040 without buying offsets. To learn more about Hines, visit www.hines.com and follow @Hines on social media. ¹Includes both the global Hines organization as well as RIA AUM as of June 30, 2022.

We are an equal opportunity employer and support workforce diversity.

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