



# Example of Commercial Property Manager Job Description

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Our growing company is looking for a commercial property manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for commercial property manager

- Be accustomed to open working relationships with colleagues and clients, aswell as being a clear communicator with good analytical and presentation skills
- Have a desire for continuous improvement and development and to support that of others
- Be robust and independent minded
- Have a flexible approach with the ability to dealing with a changing environment
- Have a process oriented approach with an attention to detail
- Update building directories
- Cross-train when needed
- Coordinate customer move-ins and move-out
- Ensure property is in compliance with governmental guidelines and regulations, file required reports
- Effectively manage vendor contracts, including specifications, to ensure quality service is provided to the property and tenants, including but not limited to contracts such as security, janitorial and landscaping services

## Qualifications for commercial property manager

- Business, Financial, and Accounting Skills or background, preferred

- Candidates must have the ability to set and meet deadlines, working in professional environment
- Ability to communicate well and present financial information to senior managers
- MS Word, MS Excel, MS Outlook
- Compose business letters, expositions, summaries, and reports