



Example of Commercial Property Manager Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of commercial property manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for commercial property manager

- Develop, implement, and manage repair/maintenance programs for all operational aspects of the building systems, including but not limited to structural, electrical, mechanical and life safety
- Manage vendors/contractors in the implementation of preventative maintenance programs for all building systems
- Manage and document compliance with the company risk management standards
- Maintain ongoing communications with contractors, tenants and team members
- Compile specs, gather bids, select and manage contractors for maintenance and construction projects
- Conduct monthly, quarterly and annual building and property inspections
- Identify, analyze and resolve building and property issues, communication with and utilize appropriate vendor/contractors
- Compile, review and update building data and developer parcel ownership records
- Analyze and resolve warranty issues with vendors/contractors as needed
- Manage building and property utility costs

Qualifications for commercial property manager

- Minimum 2-3 years Commercial Real Estate Management experience
- CPM, RPA or CSM, or in process
- Ability to read, analyze, and interpret legal documents (lease documents, claims of lien)
- Develop and manage operating and capital budgets with Property Manager