



## Example of Commercial Property Manager Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is growing rapidly and is looking for a commercial property manager. To join our growing team, please review the list of responsibilities and qualifications.

### Responsibilities for commercial property manager

- Ensure consistent and enhanced underwriting globally and drive portfolio management to improve underwriting performance across the EMEA region
- P&L responsibility for Engineering Lines & Construction with EMEA region focus
- Manage business development, in cooperation with Customer & Distribution Management, and actively support closing of complex and/or cross-border deals globally with specific focus on EMEA and LatAm regions
- Provide expert guidance and leadership across the EMEA (primary focus) and LatAm countries handling requests for empowerment for accounts exceeding local authority/guidelines limits
- Ensure that the countries have appropriate exposure identification, risk assessment, risk response, control activities and monitoring of the Engineering Lines & Construction business for which position is accountable
- BE active contributor/take the lead of Commercial insurance Global initiatives and propositions for Engineering Lines & Construction
- Manage all day-to-day operations of the portfolio
- Foster and maintain positive tenant relations through regular site visits, tenant meetings, and response to inquiries and work orders
- Visit properties on a regular basis
- Prepares and/or reviews financial reports for client on monthly, quarterly and annual basis complying with requirements in management services agreement, with copy to the Senior General Manager

- 
- Applicant must possess working knowledge of commercial building systems, including but not limited to HVAC, plumbing, electrical, and life safety
  - Experience with Property Management Software is preferred
  - Applicant is required to have a valid Florida driver's license with a driving record acceptable to company standards
  - Applicant must have strong working knowledge and use of Microsoft Office software including Word, Excel, and Outlook excellent written and oral communications skills
  - Ability to lead a multi-disciplinary team including PA/TSC, Chief Engineer other
  - Candidates must be able to communicate verbally in writing with clients, adjusters, and underwriters