



# 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. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for commercial property manager

- Manage individuals including performance and development reviews mentoring and coaching less experienced colleagues
- Implementing the team business plan, developing business opportunities in line with the team business strategy and looking for market opportunities for new or repeat business
- Support the preparation of fee proposals and bid submissions
- Managing the operation and maintenance of the property
- Negotiating with vendors regarding service and construction contracts
- Overseeing major repairs and construction projects including tenant and building improvements
- Directing the activities of in-house site and administrative staff and evaluating their performance
- Communicating with tenants and delivering a high level of customer service
- Preparing annual property budgets, including identifying capital improvements
- Supervising the invoicing and collection of all rents and other charges

## Qualifications for commercial property manager

- Engineering Master degree, ACII, FCII, Chartered Insurer or equivalent other

- Typically at least 10 years of General Insurance experience in Engineering Lines & Construction business with management responsibilities
- Experienced underwriter managing a material portfolio of Engineering Lines & Construction General Insurance business
- Extensive understanding of the international corporate and commercial insurance markets & products / services in Engineering Lines & Construction business
- Proficiency in Spanish and English, other languages would be beneficial
- Experience developing “zero based” budgets (capital and operating)