



# Example of Commercial Property Manager Job Description

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Our innovative and growing company is looking to fill the role of 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

- Ensuring compliance with codes and regulations
- Reviewing, analyzing, and reporting on the financial and operational performance of the property and participating in meetings with senior management regarding the same
- Review and approve payables and rent rolls
- Monitor and obtain tenant rental obligation payments
- Direct and lead property team towards the preparation and adherence to annual budgets
- Direct and lead accounting team in the preparation of financial statements that accurately reflect the financial results of the building on a monthly and annual basis
- Maintain relationship and communication with building owner(s) to understand and implement strategies aligned with the owner's (changing) goals
- Travel to projects
- Develop tenant relationships
- Provides portfolio wide leadership in the planning, development and implementation of preventative maintenance programs, including the installation of new, and modification of existing building facilities and mechanical support systems

- BOMI, ICSC, IREM, IFMA or other equivalent certifications preferred
- Current insurance license or the ability to obtain a license
- Graduates without working experience are welcome to apply
- Planning and organizational skills excellent attention to detail required
- Bachelor's degree (BA/BS) from four-year college or university and a minimum of five years of related
- Project Management, and Technology Skills (Microsoft Office Suite)