

## **PROPERTY MANAGER**

Time Equities, Inc. ("TEI"), a full-service global real estate company, is seeking a passionate, independent, highly organized, multi-tasking, proactive experienced Property Manager to fully manage a group of TEI buildings to their highest level of service and profitability. The right candidate will be well rounded and able to continually change directions from managing budgets to managing supers to managing tenant relations. Not only will they have to be great with numbers and people but have the drive to just get things done. The successful candidate will take accountability and possess a strong bedside manner. The candidate will treat the building and people like they lived there and owned the place. They will treat the budget like it was their own money. This loyal and reliable person will show their passion by going the extra mile.

### **RESPONSIBILITIES:**

- Independently and proactively manage the day to day operations of rental properties and condos.
- Manage the physical wellbeing of the building structure such as the building façade, boilers, roofs, and the mechanical side within budget.
- Proactively Identify and manage future capital improvement items within the budget.
- Manage the building super, porters, building maintenance, contractors as well as any other building service vendor
- Manage budget and related spreadsheets.
- Provide reports to Department Director when needed
- Appropriately identify and escalate problems that require the attention of the Departments Director.
- Cost-effectively purchase required supplies
- Develop and maintain strong relationships with tenants, sales and rental teams
- Troubleshoot tenant problems

### **REQUIREMENTS:**

- Undergraduate degree or equivalent experience
- Seasoned and junior level person Minimum 5 to 10 years' building management experience
- Ability to effectively manage roughly 8 buildings on avg 6 to 80 apartments
- Intermediate Excel to manage budgetary spreadsheets a must, MRI a plus
- Strong bedside manner a must
- Condo/co-op, facilities management, construction, sales rental experience any or all a plus
- Ability to manage people and services effectively
- Exercise independent judgment
- Strong follow up skills with timely response times

TEI is a loyal Equal Opportunity Employer that provides a great office environment with competitive pay and a broad competitive benefits plan.

**If you are interested, please send a cover letter along with your resume and salary requirements to [jobs@timeequities.com](mailto:jobs@timeequities.com)**

**Come join a great company and start a rewarding career path in a booming industry!**

**ABOUT US:**

Founded in 1966, Time Equities, Inc. (TEI) has been in the real estate investment, development, and asset & property management business for more than 50 years. TEI currently holds in its portfolio approximately 31.1 million square feet of residential, industrial, office, and retail property – including over 4,000 multi-family apartment units. Also, TEI is in various stages of development and pre-development of constructing approximately 1.4 million square feet of various property types which includes at least 1,447 residential units. With properties in 30 states, five Canadian provinces, Germany, the Netherlands, and Anguilla, the TEI portfolio benefits from a diversity of property types, sizes, and markets. There are concentrations in the Northeast, Southeast, Midwest, and West Coast, and new markets are always being evaluated

For more information, please visit our website at [www.timeequities.com](http://www.timeequities.com)