



COMMERCIAL PROPERTY MANAGER

PART-TIME POSITION

15-20 HOURS PER WEEK | \$18-\$22 HOURLY DOQ

ABOUT US

Landbridge Ecological is looking for a Property Manager to join our team. We are a locally-owned ecological restoration company that specializes in native restoration installation, land management, and ecological design. The company purchased two adjacent commercial / light industrial office buildings in the Creative Enterprise Zone in Saint Paul in late 2017 and is working towards revitalizing the buildings and generating a community of creative and science-based industries and organizations. We are seeking an experienced, flexible, creative and entrepreneurial leader to join our team at a management level. Find out more about the building here: <http://landbridge.eco/space/>

Our building(s) are located on the corner of Vandalia Street and University Avenue (2147 + 2161 University Ave W) and have been in a deferred maintenance phase of their existence for the past several years. We have a few projects in progress including rebranding of the building(s), roof repairs, façade retrofits that include ADA access, masonry work, murals, parking lot repairs, stormwater retrofits, design and creation of a privately-owned public space (POPS) with entry sculpture and stormwater elements, office buildout, building entry redesign, and green building design.

Our desired candidate will help us realize our emerging vision for creating a space for ecological, entrepreneurial and creative organizations and individuals while maintaining day to day repairs, retrofits, and existing tenant needs. There are several spaces internally that we are hoping to program as publicly available shared space (basement recording studio and open floor 2,000 square-foot space that could be utilized for yoga, trainings, theatrical rehearsal and other community gatherings, workshops, or events) that may require some upkeep of a website calendar attached to our rebranded website for the building(s).

POSITION DESCRIPTION

The Property Manager's key role is to support and assist in the management of our two commercial real estate buildings. The Property Manager is involved in all aspects of day-to-day operations of the property, including entering bills and receipts in QuickBooks, rent invoicing, rent collection, bank deposits, tenant relations, building maintenance and repair, security, janitorial services, snow removal, outreach for new tenants, etc. The Property Manager handles tenant complaints and service requests and must be familiar with the terms of the tenant leases. The Property Manager must be on site to perform regular job duties. The part-time work schedule is flexible, but work must be done between the hours of 8am-5pm Monday-Friday. In addition, the Property Manager should be available on call 24 hours per day for emergency situations. However, it is anticipated that most tenant issues will arise during daytime hours, as our tenants are all commercial.

In addition, the Property Manager may support Landbridge Ecological with office administration duties including receptionist, bill entry in QuickBooks, mailing vendor checks, weekly and annual filing, office supply maintenance, and other general office support. This is a part-time position to start, but for the right fit could grow into more hours over time.

The following attributes are desirable for job success: exceptional communication and organizational skills; detail oriented and accurate especially with numbers; customer service experience; ability to work under pressure; self-motivated and self-directed; ability to assert oneself; exemplary time management skills; ability to work with staff in solving problems and ability to take direction and function as part of a team. We are also looking for someone who is creative, flexible and entrepreneurial, and has a sense of humor.

PRIMARY DUTIES:

- Provide excellent tenant service. Respond to tenant requests / problems in a timely and courteous manner and generate work orders directed to vendors or maintenance staff. Follow-up with the tenant to ensure satisfactory resolution of the issue. Ensure that there is 24-hour emergency coverage for the property at all times.
- Ensure that spaces maintain occupancy, including assisting with recruitment efforts and outreach for new tenants.
- Draft leases and amendments, and act as liaison between property owner and tenants.
- Provide the new tenant with an introduction letter regarding emergency contacts, insurance requirements, rent collection procedures, and maintenance request procedures.
- Send monthly rent invoices, collect and deposit rent.
- Conduct periodic inspections of the property and tenant spaces to ensure compliance with leases and the proper upkeep of the property.
- Ensure that property and lease files are properly maintained and kept up to date in accordance with company policy. Prepare and maintain appropriate tenant lease files, records, correspondence and file notes.
- Event manage / coordinate possible shared space

SECONDARY DUTIES:

- Enter bills and receipts into QuickBooks and ensure proper coding
- Mail checks weekly
- Assist with filing weekly and annually
- Maintain office supplies
- Record meeting minutes from monthly staff meeting
- Other office support as needed

REQUIRED QUALIFICATIONS

- Bachelor's degree from four-year college or university with two to three years industry experience / or equivalent combination of education and experience.
- Strong working knowledge of MS Word, PowerPoint, Outlook, Excel, and QuickBooks
- 3+ years of directly relevant Commercial Real Estate Property Management experience
- Effectively prioritize and multi-task
- Excellent people skills
- Strong working knowledge of general office equipment (copiers, scanners)
- Ability to effectively communicate both orally and in writing with peers, managers and clients

- Dependable & flexible as well as possessing the ability to maintain a high level of confidentiality
- Proactive, initiate follow-through
- Ability to commit to 20 hours a week

PREFERRED QUALIFICATIONS

- Experience working with the non-profit and/or creative sector in the Twin Cities
- Past involvement in working in, rehabbing, or managing multi-tenant sites and/or with creative light industrial spaces
- Potential to work more than 20 hours per week as the position expands
- Diverse applicants encouraged to apply

Please email resume, cover letter, references, and salary requirements to Tory Christensen: tory@landbridge.eco. For more information visit www.landbridge.eco