



Title: Director of Property Management or Senior Property Manager
Company: Seagis Property Group
Location: East Rutherford, NJ
Employment: Full Time
Contact: Lori Cronin: lcronin@seagisproperty.com

Company Overview:

Seagis Property Group was formed in 2005 and is a leading investor and owner of industrial real estate in New Jersey, New York City, and South Florida. Our investment strategy is focused on the acquisition of strategically located warehouse buildings and development sites that will have an enduring niche within our markets for years to come. Today, Seagis owns and operates 200 buildings totaling nearly 12 million square feet and servicing approximately 600 customers. We are headquartered in suburban Philadelphia (Conshohocken, PA) and have three regional offices in East Rutherford, NJ, Queens NY, and Pembroke Pines, FL. The company currently operates with 60 team members.

Job Description:

The Director of Property Management or Senior Property Manager will join the property management team to deliver superior owner and tenant experience. This will be achieved through professional, first-class property operations, maintenance, customer service, and solid financial performance. Responsible for maintaining the physical assets and performance of the property in accordance with owner objectives.

Responsibilities:

- Provide leadership for on-site management team to ensure optimum performance.
- Maintain positive relationships and high retention levels and deliver best in class customer service.
- Manage vendor relations by negotiating contracts for services and supervising quality of work as required.
- Respond to property and tenant needs and coordinate with staff to resolve issues.
- Ensure regular inspections of properties, recommend direct alterations, maintenance and reconditioning of properties as necessary.
- Oversight of operating processes and audit compliance. This includes tenant move-ins, move-outs and all construction-related activities including obtain assessments to evaluate pre-conditions of each unit.
- Oversee the timely collection of rent, payment of expenses, compliance with lease terms, and preparation of all required legal notices. Requires follow up with attorney's and reporting on litigation as required.
- Prepare accurate, timely and complete monthly market reports including operational summaries, collections and variance reports.
- Responsible for financial performance and preparation of annual budgets, forecasts and management plans.
- Supervise the planning and implementation of operating and capital expenditures. This includes roof, exterior painting and parking lot maintenance and make ready. Prepare monthly funding requests and manage accordingly.
- Responsible for customer relations and market brand integrity by regular interaction with clients to ensure that ownership objectives are being met.
- Walk vacancies monthly to ensure marketing standards are met and make ready is expedited.
- Ensure accounts payables are processed timely and according to proper accounting principles.
- Requires a thorough understanding of commercial real estate, property management operations, leases and vendor contracts.
- Assist in new technology user adoption and training. Lean into becoming systems expert to support local team.

Qualifications:

- Commercial real estate knowledge and property management operational experience required
- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook) and Internet skills
- Experience with property management software such as Yardi
- Five (5) years of commercial/industrial property management experience
- Four-year college degree is preferred
- Strong financial/accounting skills
- Strong lease administration knowledge/experience inclusive of commercial leases
- Demonstrated knowledge of mechanical and building systems
- Ability to adapt to changing priorities
- Strong analytical and effective problem-solving skills
- Ability to work independently and effectively
- Strong communication, writing and organizational skills
- Ability to multi-task and meet frequently changing deadlines in a fast-paced environment
- Must be able to foster positive relationships with all tenants, vendors, and colleagues
- Excellent customer service skills, attention to detail, and ability to prioritize work
- Positive attitude