



HARWOOD
INTERNATIONAL

HARWOOD INTERNATIONAL CAREERS

Senior Property Manager

The Senior Property Manager will assist the Director of Property Management in leading the Property Management team of over 20 associates within the 18 block Harwood district of Dallas which includes eight acres of gardens, more than 6,000 parking spaces, 6 office buildings, and 8 restaurants, with more currently under development.

This Senior PM will deliver world class property management leading to long term recurring cash flow and long term value. We are number one in service and our tenants, customers and visitors are treated as well as guests in a five-star hotel. Operational excellence and efficiency is delivered by courteous, friendly, technically skilled and creative associates who understand financial controls and the special care desired for our service delivery.

Classification

Exempt/Salaried

Essential Functions

Job Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Direct, coordinate, and exercise functional responsibility for property management business
- Provide overall property management leadership through the development and interpretation of policies and programs, coordination of information flow and marketing of property management strategy
- Provide direction and leadership to Property Management staff, promoting reasonable career paths associated with property management professionals
- Prepare and submit property budgets with the clients' goals and objectives addressed, track variances and ensure smooth recovery process
- Support prompt collection of management fees and reimbursements to overhead
- Maintain interface with third party owners, ensuring total contract compliance, accurate and timely reporting, and resolve critical impact tenant relations issues
- Ensure compliance with company initiatives

Supervisory Responsibility

None

Work Environment

This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Position Type and Expected Hours of Work

This is a full-time position; typical work hours and days are Monday through Friday, 8:30 a.m. to 5:30 p.m. May be some flexibility in hours is allowed.

Required/Preferred Education & Experience

- Bachelor Degree in Business Administration or related discipline
- Minimum of 6+ years of real estate property management or related experience or any similar combination of education and experience
- CPM, RPA, or CSM designation
- Possess real estate license
- Strong knowledge of finance and building operations
- Proven experience in management, evaluation, development, and motivation of subordinates
- Ability to effectively manage a team of professionals, including both employees and vendors
- Previous experience in analyzing and negotiating commercial lease and/or contract language
- Advanced knowledge of Microsoft Office Suite
- Strong interpersonal skills and problem solving ability
- Proven record of providing excellent internal and external customer service
- Excellent oral and written communications skills, including presentation skills
- The qualified candidate will be detail oriented, able to handle multiple projects simultaneously, extremely professional, and customer service oriented

Work Authorization/Clearance

Offers of employment are contingent upon satisfactorily passing the pre-hire background screening and will also take into account the results of any reference checks, behavioral interview results, and/or pre-hire tests or profiles.

AAP/EEO Statement

Harwood is committed to equal employment opportunity and will not discriminate against Associates or applicants in any terms and conditions of employment on the basis of any legally-recognized basis (protected classes) included but not limited to: age, race, color, religion, genetic information, sex, national origin, disability, ancestry, creed, marital status, sexual orientation, or any other protected class under federal, state or local law. This non-discrimination policy extends to all terms, conditions and privileges of employment as well as the use of all Company facilities, participation in all Company-sponsored activities, and all employment actions, such as promotions, compensation, training, benefits and termination of employment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, schedules, work hours, responsibilities and other work activities may change at any time with or without notice.

Please send your resume to nrungruangphol@harwoodinc.com