



9450 Corkscrew Palms Cir, Suite 101 • Estero, Florida 33928
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JOB TITLE: Property Manager

JOB STATUS: 1099 Status

REPORTS TO: Managing Partner

POSITION OVERVIEW: The Property Manager is responsible for the day-to-day management of one or more properties in the TCG Property Management portfolio, in accordance with the Management Agreements, goals and objectives of the Ownership, and the policies and procedures of TCG Management. This job position is based out of our Estero, FL office.

PRINCIPAL DUTIES:

- Responsible for all aspects of the day-to-day operations of assigned properties, including all maintenance and repair, tenant relations, owner relations, budgeting, monthly financial reporting, financial reporting
- Administer, bid, and approve all maintenance and service contracts
- Handle all tenant complaints and requests and is knowledgeable of the terms of tenant leases
- Prepare annual budget and monthly reporting on financial performance of the properties
- Conduct periodic inspections of the property and tenant spaces to ensure compliance with leases, compliance with life safety, and the property upkeep of the property
- Read and abstract all new leases and amendments and ensure that property and lease files are properly maintained and kept up to date
- Demonstrate ability to assist with collection of all rents in accordance with property budget and Tenant lease

KEY SKILLS/REQUIREMENTS:

- Strong organizational skills
- 3+ years of work experience in commercial real estate property management
- CPM certification preferred
- Independently motivated, able to take initiative and act with minimal oversight or direction
- Experience supporting multiple projects/assignments at the same time
- Ability to prioritize and multitask efficiently
- Comfortable with performing some intricate/tedious tasks with a high degree of accuracy
- High levels of confidentiality, tact, and diplomacy
- Service based attitude
- Ability to work with strong personalities
- Reliable and punctual
- Must possess a valid driver's license
- Must be willing to travel to assigned properties on a regular schedule (Local)