



**FUNCTIONAL CATEGORY:** (3) PROPERTY & FACILITIES MANAGEMENT

**LEVEL:** 2 – Assistant Property Manager

**JOB DESCRIPTION:** Responsible for assisting Property Manager in the daily management duties of properties within the portfolio including but not limited to:

- Tenant relations; respond in a timely, effective and professional manner to all tenant communication.
- Respond promptly and professionally to tenant communications.
- Maintain and update tenant Certificates of Insurance (COIs), contact information, and building distribution lists.
- Ensure all tenant correspondence and notifications regarding upcoming work are timely and accurate.
- Manage vendor relationships, including identifying, soliciting, qualifying, and preparing contracts.
- Oversee janitorial vendor operations, including scheduling of janitorial services, metal, and carpet cleaning.
- Manage signage orders, including proofs and installations.
- Prepare scope of work for projects, coordinate vendor bids, and conduct bid analysis for review.
- Conduct regular property inspections, including vacant spaces.
- Perform janitorial inspections and handle all vendor-related matters.
- Serve as a backup for the card access system, understanding its operations for troubleshooting.
- Coordinate with maintenance for necessary work ahead of leasing tours, ensuring spaces are presentable.
- Prepare monthly accrual spreadsheets and assist with budget preparations.
- Track project work and update monthly meter reading spreadsheets in coordination with maintenance and accounting.
- Assist with accounts receivable, proactively following up on AR and supporting monthly reporting packages.
- Prepare building for leasing tours, ensuring cleanliness and addressing any maintenance needs.
- Coordinate and manage food truck schedules, including working with vendors and updating signage at buildings accordingly.
- Assist with preliminary preparation of monthly reports and other administrative tasks as assigned.

#### **Preferred Qualifications**

- Experience in commercial property management (office or medical office) preferred but not required.
- Strong communication and customer service skills for effective interaction with tenants, vendors, and clients.



- Familiarity with building operations, including physical components, health & safety requirements, and construction methods.
- Competency in real estate accounting methods and proficiency with Microsoft Word and Excel.
- Excellent attention to detail, time management skills, and ability to handle multiple responsibilities.
- Ability to exercise judgment in the absence of supervisory personnel and flexible in response to emergency situations.

#### **Qualifications**

- Bachelor's degree or equivalent experience

#### **Physical Demands**

- This position will require the applicant to routinely sit, stand, stoop, kneel, and bend for up to 8 hours. Position requires the occasional lifting of objects more than 25 lbs.

#### **Position Location**

- Milwaukee, Wisconsin
- This position requires 100% on-site presence, either in the office or at the properties under management. The primary office location is in Milwaukee, with periodic travel to other properties within the portfolio as needed.