

**PHOENIX INVESTORS, LLC**  
**ASSISTANT PROPERTY MANAGER**

We are seeking qualified, professional and high-energy Assistant Property Managers to oversee our growing commercial portfolio which today exceeds 82 Million Square Foot across 27 States.

**Responsibilities include, but are not limited to the following:**

- Assist Property Managers with the day-to-day building/facility operations.
- Develop and maintain positive tenant relationships.
- Oversee accounts receivable collections.
- Oversee new leases and renewals.
- Provide value engineering and value enhancement insight to the properties.
- Negotiate and oversee all service contracts and vendor relations.

**Education/Experience Requirements:**

- Excellent organizational, motivational and leadership skills.
- Excellent work ethic and supervisory/delegation skills.
- Excellent communication skills both verbal and written.
- Basic knowledge of mechanical systems including elevators (freight and passenger), chillers, cooling towers, boilers, fire-life safety systems, plumbing systems and electrical systems.
- Basic understanding of building structures and their maintenance including mold, asbestos, etc.
- Understanding of financial statements and reporting for review of the same.
- Understanding of commercial lease clauses and their interpretation.