

## **Phoenix Investors: Commercial Property Manager**

### **Job description**

Phoenix Investors (the “Company” or “Phoenix”) is a national commercial real estate firm based in Milwaukee, WI, whose core business is the revitalization of former manufacturing facilities throughout the United States. This strategy leads to positively transforming communities and restarting the economic engine in the communities we serve.

The Company is seeking qualified, professional, and high-energy Commercial Property Managers to oversee our growing commercial portfolio, which today exceeds 82 million square feet across 27 states and is comprised of warehouses and other industrial properties.

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

- Oversee the day-to-day building/facility/warehousing operations.
- Develop and maintain positive tenant relationships.
- Oversee accounts receivable collections.
- Oversee tenant improvements and capital improvement projects.
- Review operating expense reconciliations and estimates.
- Provide value engineering and value enhancement insight to the properties.
- Negotiate and oversee all service contracts and vendor relations.

### **Education/Experience Requirements:**

- Minimum 3 years of experience in commercial property brokerage or management.
- Excellent organizational, motivational, and leadership skills.
- Excellent work ethic and supervisory/delegation skills.
- Excellent communication skills, both verbal and written.
- Working knowledge of mechanical systems, including elevators (freight and passenger), chillers, cooling towers, boilers, fire-life safety systems, plumbing systems, and electrical systems.
- Understanding of building structures and their maintenance, including mold, asbestos, etc.
- Understanding of financial statements and reporting for review of the same.
- Knowledge of commercial lease clauses and their interpretation.

***This position entails managing commercial properties as opposed to residential properties; those with commercial property management experience are encouraged to apply.***

### **Compensation/Benefits**

- Paid training, holidays, and vacations
- Overtime
- Company-sponsored 401(k)
- Benefits, including medical, dental, and life
- Competitive wages
  
- Access to our wellness program, which includes personal trainers, yoga classes, and an on-site gym
- On-site meal preparation and service
- Paid parking