



Property Manager – NW Indiana

Latitude Commercial is a full service Commercial Real Estate brokerage firm specializing in Northwest Indiana and the South Chicago Suburbs. We provide superior services to our clients by providing solutions to their commercial real estate goals. Local tenants to National Developers have benefited from our expertise by consulting us with their various needs. We can help your business find time-saving, cost-effective, flexible solutions to meet all of your current and future commercial real estate objectives.

Summary:

Property manager to oversee day-to-day operations of commercial buildings. Ideal candidate will collect rents, contact tenants, coordinate maintenance calls, prepare monthly and quarterly financial statements, and general day-to-day operations. Occupancy team leader on presentations for new assignments.

Commercial real estate firm is looking for a Property Manager to oversee the daily operations of various properties.

We are looking for an aggressive Property Manager to oversee on-site operations, collect rent, interact with tenants, prepare monthly and quarterly financial statements and coordinate maintenance at the properties.

Requirements:

- Excellent communication skills
- Basic accounting knowledge
- Working knowledge of MS Office suite
- Budget and Variance report familiarity
- Experience negotiating with and managing service vendors

Minimum Education and Experience:

- Bachelor's degree (preferred)
- 2 years of property management experience (mandatory), commercial management (preferred)
- Indiana or Illinois Real Estate License (mandatory)

Employer's Rights:

This job description does not list all the duties of the job. Incumbents may be asked by their supervisors or managers to perform other duties. The employer has the right to revise this job description at any time.

This is a great career opportunity as part of a growing company. We have access to hundreds of thousands of existing square feet of client product. This is a new division within the organization and generous incentive packages can be made available to the right person. Email resume to nwirealestatejob@hotmail.com