

Executive Recruiter based in Houston, TX has been retained to locate a Senior Property Manager to oversee a portfolio of roughly 11 Medical buildings in Miami, Fla. This position requires experience in managing multiple medical buildings. Also, they are looking for an individual that preferably speaks bi-lingual. They are seeking a seasoned Regional Property Manager, for the square footage is roughly 600,000 sq. ft. Should you know anyone that fits this description, or possibly yourself, please send an updated resume. Interviews will take place next week. This position requires a Real Estate license and a college degree. Below, is a brief description:

Seeking individual to be responsible for the property management of 2 office buildings of approx. 201,000 sq. ft. with the aid of an Assistant. Individual will be responsible for seeing that all property managers are trained in "Best Practices" following policies and procedures of Holladay Properties and the Building Owner's. The position will oversee 11 buildings in the Miami, FL area totalling approx. 588,550 sq. ft. This individual will supervise about 8 individuals made up of property managers, maintenance personnel and assistants. Individual should have 5+ years experience managing commercial office space and supervising staff. This position oversees the property managers engaged in operating and maintaining facilities and equipment in buildings, such as medical office buildings by performing the following duties:

- Establish and monitor marketing programs to promote high occupancy levels
- Conduct regular site visits and mentor managers in following policies and procedures
- Monitor financial performance including income, NOI, expenses and collections
- TI Construction bids and oversight
- Review various reports including payables, delinquencies, occupancy trends, market surveys, etc.
- Recruit, train and develop all personnel through coaching and motivation
- Conduct employee performance evaluations, disciplinary actions
- Solicit, review and approve all vendor contracts for outside services
- Superior knowledge of commercial building practices, HVAC,

- plumbing and electrical systems
- Good communication and analytical skills
- Excellent computer skills in Word, Excel and MRI helpful
- Company requires credit, criminal, MVR, and drug screening

Requirements

- Florida real estate license
- Driver's license, proof of insurance, clean driving record
- Bachelor's degree in business administration, property management, real estate or related field
- At least 5 years of commercial multi-site management experience with full P&L responsibility and demonstrated proficiency in the management of Class A office buildings
- CPM or RPA designation desired
- Three plus years supervisory experience
- Strong written and verbal communication skills with the ability to communicate with all levels of the organization and public
- Proficiency with MS Office and property management software
- Ability to walk campus, stairs and check roofs for inspection
- Travel between Tucson and Arizona as needed
- Able to perform duties of property manager and Regional for portfolio

Erin Finucane-Maxwell, CPM

erin@mesrecruiters.com

Mission Executive Search

21102 Chadbourne Trace LN.

Richmond, TX 77407

Direct Line: 713-202-0639

Fax: 281-238-0302