

POSITION: PROPERTY MANAGER

POSITION SUMMARY

Reporting to the Vice President, EC Property Management, the **Property Manager** directs, manages and monitors the day-to-day activities of a large portfolio of strip shopping centers. Responsibilities include tenant work orders, rent collections, invoice approvals, ensure acceptable store presentation, property presentation and tenant and community relations. Position also coordinates with CPI's Construction Department on move-ins, move-outs, and tenant openings. Assists VP with monthly, quarterly and year-end reports, as needed.

QUALIFICATIONS

Education: Bachelors degree or equivalent in a related field (Business, Finance, Real Estate) required.

Experience: Minimum of four (4) years' experience in shopping center management. Basic knowledge of real estate required. Experience with MRI software preferred.

Skills: Must demonstrate an understanding of accounts receivable, budgeting and accounting, property operations, maintenance contract negotiations and tenant relations. Must possess strong verbal and written communication skills. Must possess the ability to handle emergencies calmly. Computer proficiency required to include a working knowledge of the Microsoft Office Suite (Outlook, Word, Excel).