

Assistant Property Manager

KANSAS CITY METRO

Copaken Brooks, LLC is a Kansas City-based, full service entrepreneurial commercial real estate firm specializing in corporate services, leasing, investment sales, and property management. We have 90 years of proven experience in playing a major role in where millions of people go to work and shop and were voted 2013 Small Business of the Year by the Kansas City Chamber of Commerce. We are currently seeking an **Assistant Property Manager**.

Responsibilities:

- Assist in managing the daily operations of assigned departments within a larger portfolio.
- typically consisting of: office administration, custodial, maintenance and security departments.
- Inspect and observe the operation of all tenant spaces to insure conformance to lease provisions and governmental regulations concerning their use. Investigate tenant complaints. Participate in resolving problems as appropriate.
- Financial Management/Budgeting and Business Plans.
- Participate in the financial management of assigned departments. Assist in preparation and administration of annual budget/business plan accordingly. Assist in collection of all monies, including minimum rents and percentage rents. Review all requisitions, purchase orders and invoices.
- Administer work order system and preventative maintenance system. Review daily calls and run reports on reoccurring frequency.
- Meet with potential tenants. Show office spaces to potential tenants.
- Bill 3rd party tenants from Angus and bill tenants for work above their lease agreement.
- Establish and maintain positive community relationships. Attend various functions as the building representative.

Qualified candidates must have:

- Bachelor's degree in business, marketing or communications or closely related field and/or several years' directly related experience.
- Two or more years' experience managing buildings occupied by tenants.
- Basic to intermediate understanding of accounting and ability to apply to projects.
- Prior experience in developing and maintaining a budget.
- Skilled in Microsoft Word, Excel, PowerPoint, and Outlook.
- Excellent oral and written communication skills required.
- Strong organizational and multi-tasking skills to meet deadlines.
- Available to work evenings, weekends and/or holidays for events as needed.

Company Sponsored Continued Education Opportunities
We offer competitive wage/benefits package
No phone calls please - EOE/M/F/D/V – Principals Only

To Apply: Qualified candidates who want to work in a fast-paced, challenging environment should send a resume, cover letter and salary requirements to hr@copaken-brooks.com. Please indicate the position for which you are applying.