

## **Senior 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 **Senior Property Manager** who will effectively manage the daily operations of assigned portfolio(s) typically consisting of: office administration, custodial, maintenance and security.

#### **Responsibilities:**

- Effectively manage the daily operations of assigned departments within a larger portfolio typically consisting of: office administration, custodial, maintenance and security departments. Effectively manage the daily operations of stand-alone property(ies) assigned.
- Inspect and observe the operation of all tenant spaces to insure conformance to lease provisions and governmental regulations concerning their use. Investigate tenant complaints. Resolve problems as appropriate.
- Financial Management/Budgeting and Business Plans
- Assigned departments - participate in the financial management of assigned departments. Prepare and administer annual budget/business plan accordingly. Collect all monies, including minimum rents and percentage rents. Approve all requisitions, purchase orders and invoices.
- Stand-alone property(ies) - oversee the financial management of the property(ies).
  - Prepare and administer annual budget/business plan.
  - Collect all monies, including minimum rents, percentage rents common area maintenance, operating costs and HVAC.
  - Approve all requisitions, purchase orders and invoices.
- Meet with potential tenants. Show office spaces to potential tenants.
- Recommend employee selection, transfers, promotions, and discharges. Responsible for training and development of staff in assigned departments or stand-alone buildings.
- Establish and maintain positive community relationships. Attend various functions as the building representative.

#### **Qualified candidates must have:**

- 8 years of directly related work experience in business, marketing, communication, building operations or closely related field
- Five or more years recent experience managing buildings occupied by tenants
- 4- year college degree and one-year supervision.
- Real Estate Salesperson License in Kansas and Missouri within the 1st year of employment.
- 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](mailto:hr@copaken-brooks.com). Please indicate the position for which you are applying.