

## Hiring Profile Property Manager – Tampa

Interested in working for a company that provides its tenants with the highest level of customer service possible? That is a leader in developing high performance buildings? That creates and maintains strong, long-term relationships with its tenants and vendors? Then come join Liberty Property Trust's Tampa, Florida office as a Property Manager. You will be joining a team that has a reputation for valuing its employees and helping them use their talents effectively to grow with the Company.

### **THE SUCCESSFUL CANDIDATE WILL:**

- **Tenants:** Manage move-in process to tenant's satisfaction. Visit tenants regularly and maintain a positive, productive and professional relationship. Complete legal documents pertaining to lease administration and administer the lease. Assist with tenant renewals, expansions and contractions.
- **Property Inspection and Maintenance:** Regularly inspect and evaluate all building equipment, systems and grounds to ensure that the appearance and operation of the company's properties meet company standards. Develop and maintain emergency procedures and preventative maintenance programs for all buildings.
- **Work Orders:** Oversee the work order system to ensure that tenant service calls are handled within 1 hour and to 100% customer satisfaction.
- **Contracts:** Negotiate contracts with key outside contractors to provide services as required. Ensure that work performed by contractors is performed timely and appropriately and with applicable liability/insurance coverage.
- **Budgets:** Develop and manage the annual budgets for assigned properties and ensure properties operate within budget. Review monthly operating reports and explain budget variances. Review quarterly trial balances and ensure proper allocation of service costs. Manage collection of accounts receivable and operating expenses. Manage approved capital expenditures.
- **Supervision:** Assist in fostering a team atmosphere within the office.

### **WHAT WE ARE LOOKING FOR IN A CANDIDATE**

- Bachelor's Degree required with CCIM, CPM or RPA designation and state real estate sales license preferred.
- 5 years of property management experience.
- At least two years prior supervisory experience.
- Demonstrated commitment to customer service and a track record of exceeding customer expectations.
- Self-starter, but can function effectively as part of a team.
- Excellent time management skills and a proven ability to meet deadlines.
- Well-developed analytical and interpersonal and communication (both written and verbal) skills.
- Strong negotiation skills.
- Ability to use Microsoft Office.
- Valid drivers' license and own transportation.

**LIBERTY PROPERTY TRUST IS AN EQUAL OPPORTUNITY EMPLOYER  
COMMITTED TO WORKPLACE DIVERSITY M/F/D/V**