



Senior Property Manager – Herndon, Virginia

Interested in working for a company that provides its tenants with the highest level of customer service possible? That is a leader in developing and maintaining properties that are energy efficient and well maintained? Then come join Liberty Property Trust's Northern Virginia office in Herndon as a Senior 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:

- Hire, train, develop and manage the Property Management team located in Herndon and lead team members in a way that fosters teamwork and mutual respect.
- Work with management to ensure all strategic goals are clearly defined, communicated and implemented across all buildings within the portfolio.
- Ensure compliance with all best practices, training, audit requirements and other policies and procedures as required.
- Be part of a team that develops and implements initiatives to enhance the performance of property management across the company.
- Lead a Property Management team that manages the construction and move-in process to tenant's satisfaction, visits tenants regularly and maintains positive, productive and professional relationships with tenants, completes legal documents pertaining to lease administration and administers the lease and assists with tenant renewals, expansions and contractions.
- Directly manage some properties in the portfolio.
- Oversee the work order system to ensure that they are handled within 1 hour and to 100% customer satisfaction.
- Competitively bid and negotiate contracts with key outside contractors to provide services as required.
- Develop and manage the annual and capital expenditure budgets for the City's properties and ensure properties operate within budget.

WHAT WE ARE LOOKING FOR IN A CANDIDATE:

- Bachelor's Degree
- CCIM, CPM or RPA designation is preferred.
- State real estate sales license is preferred.
- At least 7 years of commercial office property management experience.
- Working knowledge of sustainability and high performance building initiatives including energy reduction activities, Energy Star, and greening a portfolio.
- At least 4 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.
- Valid driver's license

- Able to effectively motivate a team.
- Able to set goals and hold staff accountable for performance.
- Excellent time management skills and a proven ability to meet deadlines.
- Well-developed negotiation, problem solving, analytical and interpersonal and communication (both written and verbal) skills.
- Ability to use Microsoft Office.

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WORKPLACE DIVERSITY. M/F/D/V**