



JPB Partners, LLC (JPB) owns, operates, invests in, and develops mixed-use properties in and around the Baltimore-Washington corridor. We are seeking an **Assistant Commercial Property Manager** for our portfolio. The position requires excellent written and verbal communication skills, problem solving and the ability to work independently and efficiently to achieve all goals.

The Assistant Commercial Property Manager is responsible for assisting JPB with managing a property (or group of properties) and fulfilling our obligations under the property's management agreement. The Assistant Commercial Property Manager is responsible for outstanding customer service when communicating with tenants, prospective tenants, owners, and vendors as well as productivity and results.

Below is a list of detailed job functions.

#### **Tenant & Owner Relations:**

- Provide excellent tenant service. Respond to tenant request or issues in a timely and courteous manner.
- Monitor work orders as they come in to ensure they have been responded to. Follow up with engineering and management staff as needed.
- Ensure the maintenance of accurate lease files, tenant and vendor files, tenant contact lists, tenant service request systems/logs, access controls, emergency plans, incident reports, insurance claims, insurance certificates, occupancy certificates and other building records as necessary.
- Maintain/update Preventive Maintenance Policies & Procedures and Property Operating Manuals.
- Be knowledgeable of the terms, conditions, and requirements of each lease and ensure that both tenant and landlord obligations are met.

#### **Financial Managements:**

- Participate in annual operating and capital budgets.
- Review monthly financial statements and provide management with related summary notes.
- Review quarterly reports with asset management team to discuss actual costs, variances, status of ongoing projects, reforecasts.
- Review, approve and appropriately code all property invoices.
- Review A/R monthly and manage all delinquent accounts.

#### **Administration:**

- Ensure performance of and compliance with all obligations of the Management Agreement(s).
- Coordinate with the advisory/marketing/leasing/sales/contractor teams to ensure any vacant/available space is always maintained in secured and marketable conditions.
- Coordinate production and ordering of signs, tenant identifications, etc.
- Coordinate contractors' work and tenant move-ins.
- Bid, negotiate and administer all contracts and proposals for service in conjunction with property management contracts, approved operating budget and standard operating procedures.



**Other Duties:**

- Other duties as needed to assist accounting and asset management functions.
- On-call 24 hours, for emergencies.

**Requirements and Qualifications needed for the position:**

- A bachelor's Degree from a four-year College or University.
- MS Word and Excel required.
- Ability to provide assistance with some physical demands.
- Willingness to learn and adapt in a dynamic work environment.
- Please include salary requirements with application.

**Physical Requirements:** While performing duties of this job, you may be required to lift up to 50 pounds. Must be able to move freely about the property(s), including up and down stairs.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Job Type:** Full Time; Onsite

**Location:** Hanover, Maryland

**Timing:** Immediate

**Benefits:**

- 401(k)
- Health Insurance (Medical, Dental, Vision)
- Life & Disability Insurance

**Compensation:** Competitive compensation package, commensurate with experience, consisting of base salary and an annual performance bonus.

Please submit cover letter, resume and salary requirements to: [jpbpartners@gmail.com](mailto:jpbpartners@gmail.com)