

Job Description

Shopping Center Property Manager

Morris Capital Partner, LLC, a leading commercial real estate investment firm, specializing in retail acquisitions throughout the US is seeking a qualified individual of high moral character and integrity, who is hard working, competent, straight-forward, self-starting and transparent to join our vertically integrated team. Morris Capital owns and manages 8 shopping centers in 5 states. These centers total over 800,000 square feet in 5 states and currently is occupied with 147 tenants.

The ideal candidate would have a general, real world working understanding of property management including understanding commercial leases, accounting software, organizations, system and process implementation and troubleshooting.

The ideal candidate would have working experience with Microsoft excel, data management skills, good verbal and written communication skills and Argus would be a plus.

The candidate would have the following responsibilities:

Property Management:

A/R

Scan and send invoices to CFO

Track all billings and collections

Tenant correspondence related to billings/delinquencies/defaults

Preparation of the following month's auto billing

Booking of all rents and billings

Deposit all collections

File monthly deposits

Assist in year-end reconciliations

Assist in Budget Preparations

Respond to emergency situation (fire department, floods,etc)

• **Lease Administration & Reports:**

Prepare lease abstracts for new or modified leases

Input new or lease modifications in accounting software

Input information onto cloud

Prepare lease folders, send to all parties

Assist in Commission processing

Tenant Sales tracking

Update Rent Rolls

Coordinate updating Site Plans

Process lease assignments

Make sure tenants are maintaining HVAC

Make sure tenant's insurance is current

- **Property Maintenance:**

Gather and review of vendor bids. Make sure we are working with competitive pricing vendors and properties are maintained in first class manner.

Relationship building between ownership and vendor

Review of vendor bills and processing, making sure scope of work and pricing are accurate.

Track roof warranties and property inspections

Delegation of work orders to appropriate vendors

Bid out and make sure property and liability insurance is up to date with adequate coverage

- **Tenant Relations:**

PR with tenants

Timely reply to maintenance issue

Answer tenant requests e-mails and phone calls

Coordination of tenant move-ins

Coordination of move-outs

Coordinate at least annual events at Custer Park and Wolflin Village

- **Construction Management:**

Oversee tenant make ready projects

Assist in larger scale renovations

Process and track insurance claims (hire public adjuster if necessary)