

Cushman & Wakefield | PICOR is Tucson's leading independently owned, full-service commercial real estate company. Founded in 1985, Cushman & Wakefield | PICOR offers brokerage, consulting, asset and property management for industrial, office, medical, retail, land and investment properties. To learn more about our company, please visit www.picor.com.

Cushman & Wakefield | PICOR is currently seeking a property manager to manage 5151 E. Broadway and 250 S. Williams in Tucson, AZ.

ESSENTIAL ACCOUNTABILITIES

- **Supervision:** This position is responsible for the supervision, work direction, training and development, and performance reviews, of on-site building staff, currently four.
- **Planning:** Responsible for planning/budgeting process for assigned properties. Responsible for developing, reviewing and achieving the goals set forth by Owner/Director of Property Management including personal, staff and property goals.
- **Profitability/Value:** Responsible for achieving budgeted property income, operating expenses and capital expenses of properties assigned. Responsible for attention to property value preservation and enhancement.
- **Financial:** Responsible for financial analysis and reports for assigned portfolio, including monthly financial and cash distribution reports and reforecasts as requested by Owner. Responsible for revenues and minimization of delinquencies, approval and monitoring of petty cash and payables up to amount approved by Owner.
- **Tenant Relations:** Responsible for establishing and maintaining positive tenant relations, including frequent communications, events, promotions and communications. Addresses tenant concerns or needs promptly and professionally.
- **Vendor Relations:** Responsible for developing vendor relations, contract administration, and review of completed work.
- **Contract Administration:** In accordance with approval limits, responsible for bidding contracts for property services, executing contracts, reviewing work when completed, obtaining lien waivers and processing payment.
- **Lease Administration:** Responsible for preparation of lease abstracts, billing, processing late fees, calculation and processing of common area maintenance charges after Owner approval. Oversee tenant move-in and move-out processes.
- **Property Inspections:** Responsible for inspection of property monthly. Prepare action plan to address items that need work.
- **Owner Relations:** Responsible for preparation of the weekly conference call agenda with ownership, management and leasing team updating status of projects and issues. Maintains ongoing communication between conference calls.
- **Community Relations:** Responsible for promoting the building in the community and for working with charitable and community organizations.
- All other duties as assigned.

QUALIFICATIONS

Education:

- Bachelor's degree or RPA/CPM preferred
- Arizona real estate license required

Work Experience:

- 5-plus years of commercial property management or asset management experience with leased properties (experience in a high-rise commercial office building preferred)
- Experience with commercial real estate financial accounting, reporting and budgeting
- Ability to plan, organize and coordinate multiple projects, ability to read and understand construction specifications and blueprints. Hands-on experience with tenant improvement construction projects preferred

Demonstrated Technical Competencies to include:

- Strong literacy in MS Word, Excel and Outlook
- Knowledge of MRI a plus
- Accounting knowledge a plus

Demonstrated Professional Competencies to include:

- Highly organized and skilled with time management
- Strong customer service/tenant relation skill required
- Knowledge of technical building systems a plus
- Excellent communications and interpersonal skills
- Demonstrated management and leadership
- Ability to work under pressure and meet tight deadlines
- Thorough understanding of financial aspects of real estate investment
- Proactive problem solver with the ability to think critically and independently

Please check the applicable boxes

APPLICABLE WORKING CONDITIONS

WORKING CONDITIONS	AMOUNT OF TIME TYPICALLY SPENT ON ACTIVITY					
	DAILY	WEEKLY	MONTHLY	1 - 4 TIMES A YEAR	RARELY	NEVER
None: employee is NOT substantially exposed to adverse environmental conditions (work occurs in typical office environment)	X					
Inside work: protected from weather conditions	X					
Outside work: no effective protection from weather			X			
Both inside and outside work: activities occur both inside and outside an office enclosure	X					
Extreme cold: below 32 degrees for periods of more than 1 hour					X	
Extreme heat: above 100 degrees for periods of more than 1 hour			During the summer			
Noise: employees must shout to be heard over ambient noise level (hearing protection required)					X	
Vibration: exposure to oscillating movements of extremities or whole body.					X	
Potential hazards: moving parts, electricity, gas, scaffolding, chemicals, etc.					X	
Terminal viewing: extended viewing of screens.	X					
Atmospheric conditions (in non-confined spaces): fumes, odors, mists, gases, poor ventilation, etc.					X	
Oils: air and/or skin exposure to oils and other cutting fluids.					X	
Respirator: the employee is required to wear a respirator.						X
Physical stamina: due to emergency or work load demands, subject to extended work hours requiring stamina beyond normal demands or levels.				X		

Please check the appropriate boxes

ESSENTIAL ABILITIES AND WORKING CONDITIONS

(Modifications may be made to reasonably accommodate individuals with disabilities.)

ACTIVITY	AMOUNT OF TIME TYPICALLY SPENT ON ACTIVITY				FUNCTION	
	None	Up To 1/3	1/3 To 2/3	More Than 2/3	Essential	Non Essential
Standing on hard surfaces		x			X	
Walking		x			X	
Sitting				X	X	
Twisting		X			X	
Stooping		X			X	
Crouching		X				X
Crawling	X					X
Talking				X	X	
Hearing				X	X	
Reaching			X		X	
Seeing				X	X	
Balancing		X				X
Pushing up to 10 lbs.		X			X	
Pulling up to 10 lbs.		X			X	
Grasping		X			X	
Lifting or carrying up to 10 lbs.		X			X	
Feeling Motion			X		X	
Precise hand movements		X			X	
Reasoning or problem solving				X	X	
Reading				X	X	
Writing				X	X	
Performing math calculations				X	X	
Adhering to deadlines under pressure			X		X	
Learning or retaining technical information			X		X	
Interacting with customers or visitors			X		X	

REQUIRED APPROVALS

The information in this position description indicates the general nature and level of work performed by employees within this classification. It is not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and performance standards required of this position.

Employee : _____
Signature
Print Name
Date

Human Resources: _____
Signature
Print Name
Date