

HP INVESTORS

HP Investors is a private real estate investment firm focused on the acquisition, development and management of retail, office and infill mixed-use properties in select West Coast markets. Founded in 2010, the Company continues to aggressively grow its platform and is currently seeking a Property Manager to support the growth.

Position Summary

Under the direction of VP of Property Management, the Property Manager is responsible for the day-to-day administration and implementation of those policies, procedures and programs that will ensure well managed and well-maintained properties. The Property Manager will be assigned to specified action areas at the discretion of the Property Managers to best meet the needs of the portfolio.

Responsibilities

- Responsible for lease administration duties
- Monitor collections and coordinate default proceedings.
- Ensure compliance with Property Management Policies and Procedures, codes, regulations, and governmental agency directives.
- Complete property inspections: properties may require weekly, monthly, and/or quarterly inspections to be determined by specific asset requirement, HPI's best practices, and/or client requirements.
- Prepare annual operating budget and annual expense reconciliations.
- Bid, negotiate, and manage conformity with vendor contracts in accordance with HPI's contract requirements or client requirements.

- Maintain interface with accounting team to ensure total contract compliance, including preparation of accurate and timely reporting.
- Coordinate and oversee on behalf of client, all tenant and building construction work to ensure timely and accurate completion of all construction work at property.
- Overseeing and coordinating property management, maintenance, and construction activities associated with commercial tenants.
- Interacts with tenants in person by visiting properties, automobile travel is required.
- Responsible for the prompt and positive response to requests from tenants, constantly assess tenant needs and assure problems are being solved promptly, to the mutual benefit of the tenant and properties, including preparing, dispatching and tracking tenant work orders.
- May be engaged in the selection of contract services, vendor negotiations for service agreements and day-to-day monitoring of vendor performance to assure full compliance

with standards established within the respective service agreements, including Certificates of Insurance.

- Accounting processes which include, but is not limited to, completing property management / accounting forms as required, coding invoices, reviewing Accounts Receivable reports, and assisting in the collection of rents.
- Involved in the administration of all tenant leases to assure full compliance with lease provisions, including Certificates of Insurance.
- Answers telephone, screens calls, transfer callers to voice mail, or take messages to facilitate communications and contacts.
- Participate in various meetings and training activities as designated by the Property Managers or higher-level management.
- Other duties as assigned including special projects as requested by management.

Qualifications

- Ability to handle general administration of the property in the absence of the VP Property Management, or when otherwise called upon
- Strong written and verbal skills, with the ability to produce communications and other materials that are effective and of a professional nature
- Computer proficiency with strong knowledge of Outlook, Word, Excel, and the ability to learn specific software programs as needed; Yardi experience a plus
- Self-starter with strong organizational and problem-solving skills
- Must be able to work in a fast-paced, team-oriented environment with multiple deadlines, and adapt readily to changing priorities
- Capable of delivering superior customer service to tenants and clients
- Ability to maintain an approachable, friendly demeanor when working with competing priorities and demands
- Must be able to develop effective working relationships with co-workers, vendors, contractors, and tenants

Education and Experience Requirements

- 2 to 5 years of experience in Property Management, Commercial experience preferred.
- Proficiency in Microsoft Office, Excel and experience with Yardi platform
- Strong written and verbal communication skills with the ability to convey information concisely
- Highly organized with a demonstrated ability to prioritize and multi-task