

Aggregate Real Estate Investors LLC is currently seeking a qualified person to fill the position of **Property Manager**.

Responsibilities include:

- Managing properties within the portfolio
- Interacting with commercial tenants daily
- Supervising management support staff
- Bidding of maintenance and service contracts
- Hiring and managing service contractors for maintenance of properties
- Rent collection
- Preparing monthly management reports
- Coordinating turnover of space to new tenants and managing tenant build out
- Coding property invoices
- Creating annual budgets
- Periodic travel to properties
- Managing minor construction projects such as small tenant build outs
- Inspection Reports
- Expense Reporting

Position requirements:

- At least 2 years' experience in commercial property management (preference towards retail); and CSM certification a plus
- Ability to travel
- Experience with one or more major commercial property management systems including Yardi and MRI.
- Functional understanding of property accounting with experience in classifying property expenses
- Proficiency with Microsoft Excel
- Strong work ethic and ability to resolve problems with minimal supervision
- Must be able to access commercial building rooftops
- Located in DC Metro/Northern Virginia area

Aggregate Real Estate Investors LLC is a commercial real estate company based in Fairfax, VA. The company owns and manages a diverse portfolio of retail centers and industrial properties in the Washington, DC metropolitan area.

Qualified candidates should e-mail their resumes to:

Aggregate Real Estate Investors LLC

Attention: Human Resources

jobs@aggrei.com

NO CALLS PLEASE