

PROPERTY MANAGER

KETONE PARTNERS - ARLINGTON HEIGHTS, ILLINOIS

POSITION SUMMARY

The Property Manager will be responsible for all operational and financial aspects of properties including but not limited to: accounting, leasing and marketing, maintenance, tenant relations and other initiatives and projects throughout the property.

Responsibilities include, but are not limited, to the following:

- Meeting potential tenants, showing them the property, developing lease proposals
- Sending welcome emails and informational welcome packet to new tenants
- Arranging contacts for maintenance, trash removal, landscaping, security, and other ongoing services
- Inspect property and arrange for repairs
- Investigating and resolving property complaints
- Reporting the property's financial status, occupancy and expiring leases to property owners
- Collecting rent and other property fees from tenants
- Approving property expenses including but not limited to maintenance property taxes, mortgage, insurance etc.
- Representing Ketone Partners with the highest degree of professionalism and ethics

LOCATION

Working at the Ketone office located at 171 W. Wing Street, Suite 205, Arlington Heights, Illinois, from a client's office or jobsite as determined by the Company.

QUALIFICATIONS

- Bachelor's degree preferred
- 1 - 3 years of property management experience preferred
- Detail-oriented and strong communication skills

ABOUT KETONE PARTNERS

Ketone Partners is a real estate consulting, investment and development company, providing integrated commercial real estate solutions to individuals and corporations. Additional company information can be found at www.ketonepartners.com.

CONTACT

If you are interested in this position, please e-mail your resume and cover letter to careers@ketonepartners.com or attach and submit your resume through the careers tab on the website.