

Summary

Job Title: Property Manager or Assistant Property Manager

Company: DivcoWest Real Estate

Location: Santa Clara, CA

Job Type: 5-6 months with the possibility of permanent full time

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Promptly resolve or develop and coordinate action plans to address issues related to the properties, tenants, vendors etc.
- Assist in monitoring and direct the work of Tenant Services Administrator and Operations Manager to ensure a prompt response to questions, resolving issues and ensuring accurate completion of tasks within established timeframes.
- Monitor, coordinate, and approve the accounts receivable and accounts payable.
- Ensure accurate and timely billing of all Other Income that the property is entitled to pursuant to leases and management agreements.
- Ensure complete compliance with escalation requirements of all tenants and ensure timely and accurate billing of all true-up billings.
- Preparation of the monthly reports; which may include researching and writing clear and complete variance explanations, e.g. preparing explanations of aged receivables and collections efforts, explanations of capital expenditure variances and project updates, and preparing clear and complete narratives addressing other issues that may affect the overall financial or operational performance of the property.
- Preparation of the monthly accruals.
- Assist in the coordination of vendor relationships, including regular contact to promptly identify and resolve issues, managing service levels to meet contract specifications, and participating in and documenting walk-throughs.
- Communicate and follow through with vendors and tenants in a timely manner to ensure compliance with insurance requirements. Includes interpretation of requirements as needed, providing oversight to staff tracking insurance compliance, monitoring tracking, and timely surfacing of issues and exceptions..
- Assist in the coordinating the contract bidding, vendor selection and contract negotiation process for assigned vendors.
- Complete and/or participate in formal and informal property inspections and compliance audits. Ensure issues and deficiencies identified in formal and informal property inspections are accurately documented.
- Assist in managing smaller construction, special projects, and processing of tenant improvement allowance reimbursements.

- Coordinate the tenant move-in process and move-out process in a timely and coordinated manner including orienting new tenants to property management office staff, services and procedures, meeting and coordinating with vendors, arranging for building access, and ensuring compliance with insurance requirements.

Job Requirements Essential Skills and Qualifications:

- General knowledge of insurance, risk management, environmental codes, mechanical, electrical, plumbing, vertical transportation systems, building automation and life safety systems as well as other systems pertaining to the management of commercial real estate
- General knowledge of cash and accrual accounting.
- Strong oral and written communication skills. Demonstrated ability to read, to analyze, and interpret technical procedures, leases, regulations or documents with a similar degree of complexity.
- Ability to effectively address and resolve sensitive tenant and vendor issues.
- Ability to manage multiple tasks and priorities to conclusion.
- Proficiency in Microsoft Word, Excel and proficiency in or the ability to develop proficiency in MRI accounting software.

DivcoWest

DivcoWest, founded in 1993, is a privately owned real estate investment firm with offices in San Francisco and Boston. The company has acquired more than 22 million square feet of commercial space throughout the United States. DivcoWest and its affiliates are currently managing over \$2 billion of equity. DivcoWest is a vertically integrated firm, offering a comprehensive range of services, including: Asset, Property and Construction Management, Leasing and Accounting.

To Apply

Send resume, cover letter and salary requirements to scjobs@divcowest.com.