



Job Title	Assistant Property Manager
PVN ID	VC-2404-006220
Category	Administrative Services
Location	OFFICE OF VC - FACILIT PLAN, CONSTRUC & MGMT
Department	Real Estate and Planning
Status	Full Time
Annual Salary	\$70,000.00 - \$80,000.00
Hour(s) a Week	35
Closing Date	Jun 01, 2024 (Or Until Filled)

General Description

CUNY is looking for a career-minded individual interested in pursuing commercial property management. This position requires effective communication skills, strong organizational skills, and the ability to multitask. The Assistant Property Manager is responsible for day-to-day interaction with CUNY colleges (as tenants) and respective commercial office building managers, with a focus on customer service. The ideal candidate is team oriented and encouraged to communicate new ideas with co-workers to promote successful management of portfolio.

Other Duties

- Work closely with the Real Estate Manager and border real estate team on projects for University wide initiatives
- Maintain positive communication with building tenants while responding to tenant service requests and coordination of repairs and construction with building representatives
- Work with the Real Estate Manager and other team members on all areas of lease administration, property management, including building construction, proposal bidding, scheduling, and job oversight
- Work closely with building engineers, vendors, and sub-contractors to maintain workflow and coordination of work. Maintain work order tracking documentation to ensure each work order is initiated, completed and billed accurately
- Assist with any tenant correspondence as it relates to work orders, maintenance, facilities and general questions
- Complete lease/renewal paperwork to ensure completion to comply with company guidelines and city/state requirements
- Assist with filing of tenant and vendor information where necessary
- Notify tenants of upcoming work at the buildings
- Assist with building acquisitions and new project renovations

- Perform building walkthroughs
- Assist with Accounts Payables
- Assist with monthly/annual reconciliations and budget development/reporting
- Attend board meetings as required
- Implement and maintain lease administration strategy
- Any other tasks that align with the role

Qualifications

Minimum Qualifications

- A bachelor's degree or equivalent 3+ years of relevant experience
- Working knowledge of Microsoft Office Suite, Word, Excel, and PowerPoint Proven knowledge and understanding leases
- Proven knowledge and understanding of property management procedures including legal requirements
- Working knowledge of capital and operating budgets
- Strong organizational and time management skills
- Ability to handle multiple tasks simultaneously
- Attention to detail
- Ability to be a team player. Work effectively with staff, associates, and internal/external partners

Preferred Qualifications

- Experience with NY State and/or New York City agencies
- Strong technical and analytical skills
- Proven ability in promoting equitable practices which value inclusiveness and diversity
- Experience with People Soft Software

Core Competencies

- Good organizational and planning skills
- Excellent written and verbal communication
- Out of the box thinker, creative, inventive and adaptable to situations
- Excellent organization skills and the ability to multi-task
- Ability to work under pressure and to multiple deadlines
- Ability to prioritize competing work. Ability to be a team player
- Ability to set project priorities and adjust implementation strategies
- Ability to work effectively with staff, associates, and internal and external constituents
- Knowledgeable of capital and operating budgets