



Twinrose Investments, LLC is a commercial real estate investment and management firm with a focus on acquiring properties in the Dallas/Fort Worth metro area. We look at each industrial, office, and retail property with a unique vision of what it can become and how we can bring that vision to life. We bring leasing, property management, maintenance, and construction expertise to enhance service to tenants and through this work, contribute to long-term asset preservation and growth for investors.

Property Manager - Commercial Job Description – Responsible for the management of a portfolio of small office buildings.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Manage the billing process by ensuring invoices are paid and funds are distributed.
- Monitor changes in budget and make sure the recovery process runs smoothly.
- Track cash flow to make sure cash is being used efficiently and within requirements.
- Create reports, annual budget, and other documents for the owner as per the management agreement.
- Create budgets for operating and capital expenses, monitor differences, Complete CAM reconciliations, and make sure the recovery process is unhindered.
- Keep open communication with accounting team to ensure total contract compliance, including preparation of accurate and timely reporting.
- Ensure all property leases are correctly entered into administration software.
- Follow Twinrose's contract requirements when bidding, negotiating, and managing compliance with vendor contracts.
- Address any tenant problems within a reasonable time. Ensure satisfactory resolution.
- In charge of developing and maintaining a complete tenant service package, which includes tenant handbooks, tenant anniversaries, holiday gifts, park events, quarterly newsletters, and training meetings or programs for tenants. Also responsible for keeping tenant information in the database current and up to date.
- Supervise construction projects with the Operations Manager, which includes approving construction contracts and invoices.

- Ensure compliance with Property Management Policies and Procedures, codes, regulations, and governmental agency directives.
- Responsible for all lease administration duties.
- Keep track of rental payments and manage the process for handling accounts that are behind rental payments.
- Participate in leasing, accounting, and engineering team meetings.
- Build and maintain good relationships with tenants, team members, and clients.
- Regularly inspect properties with the maintenance staff.

KEY COMPETENCIES:

1. Communication Prowess (oral and written)
2. Tenant Focus
3. Problem Solving/Evaluating
4. Time Management Skills
5. Works well in Team Setting
6. Ability to Lead
7. Financial Astuteness

IMPORTANT EDUCATION:

- Bachelor's Degree in Business Administration or related discipline preferred

IMPORTANT EXPERIENCE:

- 4+ years of real estate property management or related experience

ADDITIONAL ELIGIBILITY QUALIFICATIONS:

- Possess Texas real estate license
- Experience in reviewing and discussing commercial lease and/or contract terms
- Strong knowledge of building operations
- Advanced knowledge of Microsoft Office

- Demonstrated ability in leading, assessing, improving, and inspiring team members
- Ability to effectively manage a team of professionals, including both employees and vendors

PREFERRED QUALIFICATIONS:

- CPM, RPA, or CSM designation or in process

PHYSICAL DEMANDS:

The employee may have to move between floors, go upstairs, and go between buildings in different weather conditions. The employee may also need to sit or stand still for 85% of the time and use office equipment regularly.

WORK ENVIRONMENT:

This position involves working in a typical office setting. The person in this role regularly uses common office tools like computers, phones, copiers, filing cabinets, and fax machines. They often need to travel between different properties in different weather conditions.

AAP/EEO STATEMENT:

At Twinrose, we offer fair job opportunities to everyone, no matter their race, color, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other protected characteristic. We also actively make sure that all applicants and employees are treated equally, without any discrimination. Discrimination at our company has a zero-tolerance policy.

OTHER DUTIES

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Company website www.twinroseinvestments.com