



Thirty-Four Commercial – Assistant Property Manager

Job Description

Assistant Property Manager supports the daily operations of property management by performing administrative reporting and tasks, maintaining tenant records, and handling tenant relations. Responsible for inspecting property conditions and coordinating maintenance work orders. Manage properties as directed by the property managers and in accordance with best practices. Function as the professional of the specific asset(s) under management.

As part of the management team professional, the APM is responsible for all aspects of client and tenant satisfaction. The APM is responsible for working directly with the client to ensure a thorough understanding of its investment objectives and the development of acceptable property-specific strategic plans of an operating and capital budget. The APM provides excellent communication (both written and verbal) to both building owners and tenants to ensure an ongoing, successful relationship.

Location: Dallas, TX (on-site)

Position Type: Full-time

Reports To: Managing Director, Property Management

Key Responsibilities:

- Assist in the day-to-day property management responsibilities for the company's portfolio
- Take lead on rental collections
- Diligent completion of internal reports such as but not limited to delinquency reports
- Assist in preparing and monitoring operating budget
- Conduct property inspections on a regular basis
- Process paperwork for tenant defaults
- Process tenants move in and move outs
- Prepare tenant billings and adjustments for submittal to accounting manager
- Process and maintain the Impak work order system
- Work closely with engineering team and service providers
- Oversee tenant and vendor insurance compliance
- Supervise vendors and maintenance request activities
- Preparation of annual vendor contracts
- Preparation of annual tenant rent letters
- Assist with the annual tenant operating expense reconciliation letters
- Assist in preparation of weekly asset management reports
- Preparation of tenant bill backs for utilities, etc.
- Generation of rent collection/aged receivables reports
- Maintain tenant welcome packets and send to all new and amended tenants



- Maintain Building Manual including Lease lists, floor plates, site plan, structural information, building standards, system instructions, fire plans, emergency evacuation plans, tenant contact lists, etc.
- Will be required to obtain knowledge of physical components of the property; including suites, vacancies, mechanical/electrical, phones, floorplates, site plans, etc.
- Prepare and codes all invoices in Yardi; verify backup/resolve discrepancies and submit to PM for approval
- Maintain hard and soft tenant and property files
- Utility/energy management tracking
- Assist with HVAC tracking
- Assist with utility transfers
- Track roof and irrigation repairs
- Maintain building key system in organized manner where applicable

Qualifications:

- 2+ years of experience in commercial real estate, industrial, office and retail
- 4-year college degree preferred
- Proficiency in Microsoft Word, Excel, and Outlook applications is necessary
- Property management software experience required, specifically Yardi
- Knowledge of IMPAK a plus
- Willingness to take initiative and complete projects independently with minimal supervision and meet deadlines
- Good communicator and fast learner
- Great attitude is a must!
- Excellent verbal, written, and organizational skills
- Excellent customer service skills
- Ability to see assigned projects to completion with little supervision and/or to maintain assigned projects independently
- Knowledge of security systems, card access, and online maintenance request systems
- Experience with Smartsheet project management platform is a plus
- Ability to adapt and work in a fast-paced environment

For any inquiries, contact careers@thirty-four.com or email your resume to apply for this role.



Thirty-Four Commercial

About Us:

Thirty-Four Commercial is a boutique, full-service commercial real estate firm in Dallas, TX. We specialize in leasing and managing new developments, office, retail, and industrial assets. From dirt to disposition, our experts engage market-leading property and project management, providing white-glove service to all clients ranging from institutions to family-owned properties.

Why Thirty-Four?

- Be a key player in a dynamic and growing company.
- Collaborative and supportive work environment.
- Competitive salary and benefits package.