



Thirty-Four Commercial – Property Manager

Job Description

The Property Manager oversees the day-to-day operations and financial performance of a portfolio of commercial real estate assets. This role is responsible for delivering exceptional service to clients and tenants while maximizing property performance through proactive management, financial oversight, vendor coordination, and leadership of on-site personnel.

Working closely with ownership, accounting, engineering, and leasing teams, the Property Manager develops and executes property-specific operating strategies, manages budgets, and ensures each asset is maintained to the highest standards. The Property Manager serves as the primary point of contact for ownership and is ultimately responsible for client satisfaction and overall property performance.

Location: Dallas, TX

Position Type: Full-time

Reports To: Managing Director, Property Management

Key Responsibilities:

- Manage the day-to-day operations of an assigned commercial property portfolio.
- Serve as the primary contact for ownership, providing exceptional client service and regular communication.
- Develop and implement property-specific management plans that align with ownership objectives.
- Prepare and administer annual operating and capital budgets.
- Review monthly financial statements, variance reports, and operating results.
- Coordinate with accounting on tenant billing, collections, reconciliations, accounts payable, and financial reporting.
- Review and approve invoices, ensuring accurate coding and property allocations.
- Prepare monthly, quarterly, and annual owner reporting packages.
- Maintain accurate tenant rent rolls, lease abstracts, and property records.
- Conduct regular property inspections to ensure assets are maintained to company standards.
- Coordinate preventative maintenance programs and capital improvement projects.
- Solicit competitive bids, negotiate contracts, and oversee third-party vendors and service providers.
- Supervise on-site maintenance personnel and property management staff.
- Manage tenant move-ins, move-outs, and ongoing tenant service requests.
- Build strong relationships with tenants through proactive communication and regular property visits.
- Administer tenant option rights and coordinate lease-related obligations with the leasing team.



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- Oversee tenant insurance compliance, operating procedures, emergency preparedness, and building documentation.
- Develop and implement tenant retention initiatives that enhance occupancy and client satisfaction.
- Ensure properties operate in compliance with management agreements, lease requirements, and applicable regulations.
- Participate in property acquisitions, transitions, and management audits as needed.

Qualifications:

- Bachelor's degree in Business, Finance, Real Estate, or a related field preferred.
- Minimum of 5 years of commercial property management experience managing office, industrial, retail, or mixed-use assets.
- Strong understanding of commercial leases, budgeting, CAM reconciliations, and financial reporting.
- Experience managing vendor contracts, capital projects, and building operations.
- Proficiency with Microsoft Office applications, particularly Excel.
- Experience with Yardi property management software required.
- Knowledge of IMPAK and Smartsheet is a plus.
- Strong leadership, organizational, and project management skills.
- Excellent verbal and written communication abilities.
- Ability to manage multiple priorities in a fast-paced environment while maintaining exceptional customer service.
- Demonstrated ability to work independently, solve problems proactively, and build lasting client and tenant relationships.

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.