



Thirty-Four Commercial – Assistant Property Manager Description

This is a full-time role located in Dallas, TX that requires an on-site presence. As an Assistant Property Manager, you will support 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 the 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.

Key Accountabilities:

The hours for this on-site position are 8:30am-5:30pm, located in Dallas, TX.

- High school diploma or equivalent required, with at least 2 years of relevant administrative experience
- Control the day-to-day property management responsibilities for the company's portfolio
- Oversee rental collections
- Diligent completion of internal reports such as, but not limited to delinquency reports, income, and expense variance reports
- Assist in preparing and monitoring operating budget
- Conduct property inspections on a regular basis
- Process tenant evictions and lockouts
- Process and admin tenant move in and move outs
- Audit Collections
- Responsible for Monthly Reporting
- Prepares tenant billings and adjustments for submittal to Accounting Manager
- Process and maintain the Impak work order system
- Work closely with Engineering and Service Providers
- Oversee tenant and vendor insurance compliance

Qualifications:

- 5+ years of experience in Commercial Real Estate with emphasis on office
- 4-year college degree in business/finance
- Experience with Word, Excel, and Outlook is necessary
- Property management software experience required specifically Yardi and MRI/Kardin/Avid
- 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 a must!

Please submit your resume and portfolio to careers@thirty-four.com

Thirty-Four Commercial:





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

