



Thirty-Four Commercial – VP of Property Management

Job Description

Thirty-Four Commercial is seeking a highly skilled and experienced Vice President of Property Management to lead and manage our portfolio of industrial warehouse, flex, retail, office, and industrial showroom properties. As the VP of Property Management, you will oversee the day-to-day operations, ensure tenant satisfaction, and align property management strategies with client objectives. This role is pivotal in driving our commitment to excellence in property management and client service.

Location: Dallas, TX (on-site)

Position Type: Full-time (8:30 a.m. – 5:30 p.m.)

Reports To: Chief Property Management Officer

Key Responsibilities

Strategic Management:

- Develop, implement, and gain consensus on management plans for assigned assets.
- Assist with management audits and support leasing personnel in the lease administration process.
- Oversee tenant options and contract management for on-site management and engineering personnel.
- Ensure high-quality, cost-effective services through competitive bidding and service contract management.
- Drive process improvements across all property systems, ensuring operational efficiency.

Financial Management:

- Lead the preparation and completion of monthly, quarterly, and annual financial reports for property owners.
- Administer and manage building budgets, ensuring alignment with financial goals.
- Collaborate with accounting to oversee bookkeeping, tenant billing, and accounts payable processes.
- Review and approve financial statements, ensuring compliance with client requirements and industry standards.

Client & Tenant Relations:

- Serve as the primary point of contact for tenant service requests and maintenance issues.
- Regularly meet with tenant representatives to ensure satisfaction and address any concerns.
- Conduct property inspections to ensure compliance with lease agreements and maintain property standards.
- Develop and implement tenant retention programs to enhance occupancy and reduce turnover.

Team Leadership:

- Establish and communicate clear goals and objectives for the property management team.
- Conduct regular performance evaluations and provide ongoing professional development opportunities.
- Lead succession planning efforts to ensure long-term team stability and growth.



Knowledge & Experience

Qualifications:

- Bachelor's degree or equivalent experience required.
- Minimum of 7 years of experience managing industrial warehouse, flex, and showroom properties.
- CPM or RPM designation preferred.
- Strong understanding of legal documents, financial calculations, and property management systems.
- Excellent communication skills, with the ability to interact with senior management, clients, and tenants.
- Proficiency in MS Excel and property management software.

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?

- Opportunity to lead and shape the future of our property management division.
- Be a key player in a dynamic and growing company.
- Competitive salary and benefits package.