

Property Manager

OVERLAND PARK, KANSAS

Copaken-Brooks, LLC is a Kansas City-based, full service entrepreneurial commercial real estate firm specializing in corporate services, leasing, investment sales, and property management. We have 90 years of proven experience in playing a major role in where millions of people go to work and shop and were voted 2013 Small Business of the Year by the Kansas City Chamber of Commerce.

We are currently seeking an **Property Manager** who will effectively manage the daily operations of assigned portfolio(s) typically consisting of: office administration, custodial, maintenance and security. The ideal candidate will hold vast experience and knowledge of facility functions and needs as well as a proven history of quality service and positive customer relations.

Responsibilities:

- Effectively manage the daily operations of assigned stand-alone property.
- Inspect and observe the operation of all tenant spaces to ensure conformance to lease provisions and governmental regulations concerning their use.
- Investigate facility/maintenance complaints, resolve and communicate problems as appropriate.
- Assist with Financial Management/Budgeting and Business Strategic Planning.
- Oversee the financial management and expense tracking for the property.
- Prepare and administer annual budget/business plan.
- Collect all monies, including minimum rents, percentage rents common area maintenance, operating costs and HVAC.
- Approve all requisitions, purchase orders and invoices.
- Meet with potential tenants. Show office spaces to potential tenants.
- Recommend employee selection, transfers, promotions, and discharges. Responsible for training, performance management and reporting and development of staff.
- Establish and maintain positive community and professional relationships. Attend various functions as the building representative.

Qualified candidates must have:

- 2-years staff and contractor supervisory experience.
- 4- year college degree or 10 years facility/property management experience.
- 3-years or more in building operations, preferably in a high-rise environment.
- Real Estate Salesperson License in Kansas and Missouri within the 1st year of employment.
- Prior experience in developing and maintaining a budget.
- Skilled in Microsoft Word, Excel, PowerPoint, and Outlook.
- Advanced oral and written communication skills.
- Strong organizational and multi-tasking skills to meet deadlines.
- Available to work evenings, weekends and/or holidays for events as needed.

Company Sponsored Continued Education Opportunities
We offer competitive wage/benefits package
No phone calls please - EOE/M/F/D/V – Principals Only

To Apply: Qualified candidates who want to work in a fast-paced, challenging environment should send a resume, cover letter and salary requirements to hr@copaken-brooks.com. Please indicate the position for which you are applying.