

Senior Property Manager in San Diego

Our client is seeking an experienced Senior Property Manager to oversee the day-to-day operations of a mixed portfolio, including retail strip centers, office buildings, and mixed-use Office/Warehouse Business Parks. The Senior Property Manager will maximize property performance, ensure tenant satisfaction, and maintain strong relationships with vendors and stakeholders. This role requires a proactive leader with experience in commercial property management, construction management, financial acumen, and a proven track record in managing multiple properties efficiently.

REQUIREMENTS

- RPA or CPM certification preferred.
- **Minimum of 8 years' experience in property management.**
- Strong financial acumen, including experience in budgeting, financial reporting, and lease administration.
- Knowledge in all aspects of property management including construction management.
- Must have been responsible for a portfolio of three or more projects.
- Excellent communication and interpersonal skills with a proven ability to build and maintain relationships with tenants, vendors, and internal stakeholders.
- Strong organizational and problem-solving skills, with the ability to manage multiple priorities and deadlines.
- May perform other duties as assigned

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Oversee the management and operations of the portfolio, ensuring properties are maintained to the highest standards.
- Develop and implement strategies to optimize property performance, including tenant retention, lease administration (with in-house council support), and operational efficiencies.
- Develop and oversee annual operating budgets. Track budget variances to ensure a smooth CAM recovery process. Work closely with the Owner and Accounting Manager throughout the budget process.
- Monitor and manage capital improvement projects, ensuring projects are completed on time and within budget. Including Tenant Improvements and common area projects. In addition, help manage new ground up construction.
- Manage vendor contracts and source new vendors if needed. Responsible for the selection and final award of contract services, vendor negotiation of service agreements, and the overall monitoring of vendor performance to assure full compliance with standards established within the service agreement.
- Review and approval of payables.
- Diligently collect delinquent rents and assure tenant compliance with lease provisions.
- Provide on-site supervision and guidance to in-house maintenance personnel. Oversee third party maintenance vendors.
- Conduct regular site visits to monitor property conditions, maintenance needs, and tenant satisfaction. Report any deficiency directly to ownership, providing cost-effective solutions. These areas include Orange County once a week. San Jose and Riverside County a few times a year.
- Handle tenant relations, including addressing concerns, managing requests, and ensuring compliance with lease agreements.
- Coordinate tenants move-ins and move-outs, ensuring seamless transitions and minimal disruption to operations.
- Ensure compliance with local, state, and federal regulations related to property operations, including safety standards and environmental regulations.

- Report to executive management on property performance, tenant relations, and strategic initiatives.
- Maintain a positive image in performing daily work both internally and externally.
- Assist in solidifying positive relationships with owners by being proactive and responsive to owners' needs and requests.

Salary range will depend on experience and certifications (i.e. RPA or CPM certified). \$100-140,000
Plus, benefits, life insurance, 401k and bonus potential.