



Full service property management company seeking a seasoned property manager with multi-tenanted office, medical office and retail experience. Skills to include management of income producing properties, expense and related financial goals. The property manager will oversee day-to-day operations and be responsible for properties' overall appearance and financial performance. Excellent customer service skills are a must.

Accounting responsibilities to include but not limited to: collection of rents, monthly financial reporting including variance reports, approval of invoices, preparing of annual budgets and CAM reconciliations.

Operational responsibilities include: interfacing with tenants, inspection of properties, supervision and management of vendor contracts, management of capital expenditures and successful completion of capital improvement and tenant improvement projects.

At a minimum, must be proficient in use of YARDI, Windows 95 operating system, Microsoft Office 97 (Excel, Word and Outlook).

Located in DTC.

Please send resume to: [hr@fsbrei.com](mailto:hr@fsbrei.com)