

PROPERTY MANAGER – Boston Office
5 Days a Week (M-F) – In Office

Overview:

Seyon Management (“SM”) is a national property services firm servicing some of the largest institutional real estate owners in the world. The firm provides property management, construction management, financial reporting and accounting services, asset management, and corporate advisory services. SM is headquartered in Boston with regional offices in Miami, FL and Philadelphia, PA. The firm’s current management portfolio consists of 10 million square feet nationally.

SM is seeking a Property Manager to join the Property Management Department and report to the Chief Services Officer. This position will be responsible for managing a certain set of properties within the portfolio, while working closely with the accounting department to ensure all financial obligations are being met for the clients. This is an exciting opportunity to join a rapidly expanding organization with plenty of potential for personal and professional growth!

Responsibilities include, but are not limited to:

Accounting and Financial:

- Financial management of the properties assigned including preparation of annual budgets and capital plans, monthly and quarterly reporting, annual operating expenses, and real estate tax reconciliations.
- Review monthly financial report prepared by accounting and provide an executive summary or other information required for discussion with the clients.
- Review aged receivable reports on a monthly basis and work with accounting team, following the Seyon Management AR standard procedures, and updating clients as needed.
- Review and approve the Commercial Billing Report each month, working with the financial operations team on any required changes.
- Be familiar with the financial requirements for each client and Property Management Agreement, to ensure all are being met consistently.
- Ability to read and abstract tenant leases as they pertain to building issues, billing, operating expenses and tenant usage rights.

Tenant Relations:

- Manage all tenant relations and communication displaying a positive and prompt response to all requests from tenants. Conduct regular follow-ups to assure a consistent approach to the tenants needs. Resolve any tenant issues in a timely manner and escalate as appropriate.
- Oversee tenant onboarding and move out process, working with appropriate departments to ensure all tasks are done in a timely and professional manner.
- Conduct periodic meetings with appropriate tenant contacts, discuss overall building operations and overall satisfaction of the property operations.
- Provide property information and support for leasing related items, as required.

Operations:

- Oversight of all operational aspects of each building, providing the proper level of service to the tenants and clients.
- Conduct monthly meetings/calls with clients to provide overview of each building for the operational, financial and tenant related performance.

- Manage all vendors providing service to the properties, ensuring all work is done to the Seyon Management standards, contracts are executed, and proper insurance is provided.
- Work with construction management team for all tenant improvement and base building projects to ensure projects minimize impact to tenant and building operations.
- Conduct all fire/life safety related training and drills at the properties, coordinating with the tenants, vendors, and facilities staff.
- Routine quality control inspections, working with facilities team to make appropriate repairs and recommendations to clients, proactively.
- Review budget projections periodically and engage vendors to provide all services and complete projects in a timely manner, staying consistent with the approved scope and project cost.

Skilled Qualifications:

- 3-5 years' experience in commercial property management.
- Undergraduate college degree required.
- CPM or RPA designation desirable, but not required.
- Strength in both operational and administrative/financial aspects of real estate management.
- Leadership skills and team orientation.
- Familiarity with Microsoft Office, Word, Excel and Yardi or comparable accounting applications.
- Ability to effectively communication with clients, managers, engineers, vendors, and tenants in a professional manner.

Candidate must exhibit a high degree of professionalism, excellent written and verbal communication skills and a track record of consistent professional achievement and career growth.