

From: CREW-OC Office [mailto:info@crew-oc.org]
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The CREW-Orange County Job Bank is a notification service provided by Commercial Real Estate Women – Orange County to its members. Please send job postings to info@crew-oc.org

California Commercial Real Estate Services

Property Manager (Newport Beach)

Responsible for all aspects of property management to ensure the ultimate success of the property including but not limited to:

- Develop and maintain ongoing tenant relationships
- Manage vendor relationship and maintain vendor contracts
- Address and resolve sensitive tenant and vendor issues
- Conduct regular property inspections, ensuring compliance with all applicable regulations
- Oversee Tenant Improvement projects
- Achieve operating expense reductions
- Implement new and renewed lease agreements
- Prepare accurate lease abstracts
- Prepare and present month-end financial statements for owners

Qualifications

- Must provide the highest possible level of customer service to tenants and building ownership
- Possess excellent leadership, communication and interpersonal skills
- Demonstrate a serious commitment to accuracy and quality while meeting goals and deadlines
- Minimum 3 years experience in commercial property management
- Bachelors degree in business or a related field from a four-year college or university
- CPM certification strongly preferred

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