

About Jones Lang LaSalle

Jones Lang LaSalle (NYSE:JLL) is a financial and professional services firm specializing in real estate. The firm offers integrated services delivered by expert teams worldwide to clients seeking increased value by owning, occupying or investing in real estate. With 2008 global revenue of \$2.7 billion, Jones Lang LaSalle serves clients in 60 countries from 750 locations worldwide, including 180 corporate offices. The firm is an industry leader in property and corporate facility management services, with a portfolio of approximately 1.3 billion square feet worldwide. LaSalle Investment Management, the company's investment management business, is one of the worlds largest and most diverse in real estate with more than \$46 billion of assets under management. For further information, please visit our Web site, www.us.joneslanglasalle.com.

We are currently seeking an **Assistant Facility Manager** to complete all facility inspections across client's regional portfolio as assigned. This position will support Property Managers and/or Senior Property Managers in creation of expense and capital budgets.

ASSISTANT FACILITY MANAGER - Orange County, CA

Responsibilities:

May be responsible for one or more of the following:

- Complete facility inspections, including interpreting data from work order systems and mobile engineering data.
- Assist in the creation of annual expense and capital budgets.
- Coordinate updates to facility condition index database after completion of capital projects.
- Support scope creation of capital projects.
- Provide feedback for performance of vendors (landscaping, janitorial, etc.) and maintenance staff.
- Assist with collection of property information and responding to informational requests as necessary.
- Interface with tenants and vendors in daily operations of the buildings.
- Perform additional job duties as requested.

Requirements:

- Bachelor's degree or equivalent work experience; 2+ years of property management experience or 3+ years related experience; Any similar combination of education and experience.
- Knowledge of basic business practices.
- Technical knowledge of building systems.
- Strong interpersonal, verbal/written communication and presentation skills. Ability to solve problems.
- Proven record of excellent internal and external customer service.
- Ability to analyze data.
- Knowledge of Excel.
- Proven record of effectively using software applications.

- Significant travel.

Start a lasting career with Jones Lang LaSalle today!

We offer a competitive salary and benefits package. To be considered, please visit our Web site at www.us.am.joneslanglasalle.com/UnitedStates/EN-US/Pages/Careers.aspx to apply online.

All resumes MUST BE submitted via our web site. Please reference Job: 11547

Jones Lang LaSalle is an Equal Opportunity Employer