

**THE ORANGE COAST DIVISION
OF COX COMMUNICATIONS
HAS POSITIONS AVAILABLE**

Job Title: Property Manager
Job Category: Facilities Job ID# 35815
Location: Rancho Santa Margarita

Description: Manages the operational and financial management of several company-owned and leased facilities including office, warehouse, security systems, and retail space. Responsibilities include landlord/tenant leasing activities, property management, and management of Facilities personnel. Oversee new facility planning, acquisition, and capital improvements.

Qualifications: Bachelor degree in Business Administration, Facilities Management or a related field preferred, and/or five or more years experience in managing multiple facilities. Thorough knowledge of building management methods, principles and practices. Considerable knowledge of requirements, regulations and procedures governing leases and contracts. Considerable knowledge of construction, maintenance and building operations including and safety codes, policies, regulations, and procedures.

To apply for a position at Cox Communications OCPV, follow the steps listed below:

1. Go to www.cox.com/coxcareer
2. Click on **External Candidates**
3. Click on the **Advanced Search** link
4. Under **Select Locations:**
 - a. Click **CA, Orange County**
 - b. Hold down the SHIFT button and click **CA, Palos Verdes or CA, Santa Barbara**
5. Under **Find Jobs Posted Within:**
 - a. Click **Anytime**
6. Click **Search**
7. Your results will then display, but only 10 at a time. To view the next 10, click on the Next link.
8. Select any jobs you would like to apply for and click submit.