

## **JOB DESCRIPTION**

**TITLE:** Commercial Portfolio Manager  
**CLASSIFICATION:** Full Time  
**DEPARTMENT:** Commercial Property Management  
**REPORTS TO:** Commercial Department Manager

### **Summary of Responsibilities:**

Oversee all aspects of assigned properties to include financial and value analysis; market competitiveness; leasing awareness; strategic planning and positioning for achieving maximum value enhancements and other owner objectives.

Maintain a positive, team-oriented attitude and work for the good of Griffis/Blessing while building client, tenant and vendor loyalty by having a total service approach to the job and adhere to the systems, procedures, and standards of G/B.

### **Essential Functions:**

Be responsible for all administrative, lease administration, operations, construction, tenant relations and financial aspects (cash flow, owner distribution, market knowledge, budgets, CAM's etc...) of the properties within assigned portfolio.

### **Financial Responsibilities include:**

- Monthly review and analysis of financial performance of the property to include the remittance of monthly operating reports to Owners in accordance with G/B standards. Reports to include cash flow analysis to ensure adequate funds for 90 days out as well as owner remittances; in addition to a variance analysis of income and expense deviations from budgeted amounts.
- Prepare annual CAM Reconciliations
- Review, understand and adhere to Management Agreements for proper implementation of time deadlines, fee structures, approval processes and etc.
- Approve all administrative, repair and maintenance, utility, tax, insurance, owner expense and capital improvement bills for payment and correct expense coding.
- Ensure enforcement of tenant charges and late charges under the individual leases and maintain, according to G/B standards, a proactive receivables program for the review and collection of late rents.
- As required, create business plans and annual operating budgets and appropriate detailed back up in accordance with G/B standards.
- Constantly strive to enhance revenue and reduce expenses on assigned properties per G/B standard procedures as well as your own experience, innovation and expertise.
- Know rent charges by building, lease terms, offering rates, etc. for assigned properties.

**Administrative Responsibilities include:**

- Maintain G/B standards for regular communication with senior management, vendors, clients and tenants.
- Tenant relation's frequency and functions are to be conducted as required by the Management Agreement and in conjunction with G/B standard operating procedures.
- Survey tenants semi-annually per G/B standard procedures.
- Implement special projects as requested by Owners or G/B such as estoppels, market analysis, business plans, etc.
- Prepare tenant welcome packages for assigned properties.

**Operations Responsibilities include:**

- Bid out work, prepare contracts and agreements, establish and supervise to ensure adherence to all service contracts. Supervise contractor relationships as needed at each property, using standards and procedures established by G/B. Establish and maintain on-going service contract summary schedules and major improvement schedules to monitor contracts and timing of projects.
- Following G/B procedures, review, inspect and cause to be maintained the physical and aesthetic condition of assigned properties buildings and grounds.
- Prepare preventative maintenance programs, building operations fact sheets and monitor inventory procedures and buying authorizations for assigned properties.
- Prepare emergency procedures guidelines and programs for all buildings. Conduct routine drills to ensure smooth and safe procedures are understood by all involved. Review life/safety systems and have properly tested in accordance with local codes. Keep lock boxes updated and/or install on properties as necessary.
- As required, contract for, supervise, and document tenant improvements, building modernization, and rehabilitation, following G/B standard procedures.
- Answer incoming calls and dispatch technicians for timely response to work orders and quality repairs and monitor for satisfaction and completion.

**Leasing/Marketing duties:**

- Assist leasing agent as requested in supplying improvement cost estimates and the tenant during their occupancy.
- Complete renewal negotiations timely, and at competitive market rates. Prepare owner approved leases and amendment for execution.
- Ensure tenant compliance with lease provisions in accordance with prudent business practices.
- Be aware of commercial market activities, rates, local economic forces affecting

your properties etc. and demonstrate such knowledge as appropriate to clients and tenants.

- Market Griffis/Blessing, Inc. services to prospective clients in an effort to expand the management and leasing business in our market areas.

**Minimum Qualifications:**

- Colorado real estate license
- 5 years of commercial portfolio property management expertise
- Excellent supervisory and communication skills
- Good understanding of financial statements and operating reports
- Lease renewal experience
- Tenant finish and renovation experience
- College degree
- Computer literate with Windows, Word, and Excel.
- CPM, CSM, FMA or RPA designation preferred
- Professional appearance and dress required
- Drug test and background check required