COMMERCIAL ASSISTANT PROPERTY MANAGER

Position: Commercial Assistant Property Manager
Position Type: full-time, in-person, minimum 40 hours/week
Reports to: Senior Property Manager

General Description

The Commercial Assistant Property Manager is responsible for the overall management and performance of assigned properties, while maintaining communication with tenants and owners to protect asset value and support long-term property goals. This position ensures smooth daily operations, strong tenant relationships, and compliance with lease and safety requirements. The position coordinates across internal teams, including accounting, maintenance and facilities, to support building operations.

Essential Duties and Responsibilities

- Oversee day-to-day operations of assigned properties to ensure smooth functioning and tenant satisfaction.
- Review reports created by property management coordinator and accounting department. Distribute monthly maintenance reports to owners.
- Lead the onboarding process for new buildings and tenants. Coordinate with maintenance, facilities, and accounting to ensure the building is managed correctly.
- Assist in administration and enforce lease agreements to maintain strong occupancy and maximize revenue alongside the real estate department. Engage legal counsel when necessary, alongside Property Manager or Senior Property Manager.
- Lead the move-in and move-out process for new tenants and delegate tasks to maintenance to ensure the suite is ready.
- Delegate tasks effectively to accounting, facilities, and building services staff to ensure proper facilities upkeep and operations of the asset.
- Review long-term capital improvement plans identified by facilities. Work with the Senior Property Manager and facilities to understand the process of approving these budgets and completing these projects.
- After an onsite project budget is approved, continue to work with facilities/building services/project managers through to completion.
- Collaborate with maintenance and facilities teams to solve problems during crisis situations. Update and connect with tenants and owners to communicate progress through completion. Senior Property Manager to support during these situations as needed.
- Review annual risk and building inspections with facilities team in preparation for cap ex projects, annual budgeting, and to ensure safety, cleanliness, and all parties are upholding lease agreements. Follow up with tenants as needed if there are deficiencies.
- Review the Property Groups that property management coordinator creates within AppFolio. Adjust the Property Groups as needed before each kickoff. Work closely with property management coordinator to ensure duplicates are not created.

Required Skills

- Maintain, promote and integrate First Companies' values with all internal and external stakeholders.
- Be a valued representative of First Companies to all customers and stakeholders.
- Be a team player who demonstrates a positive attitude, implements solution-based thinking and relates well with other employees.
- Proficient in the use of Microsoft Office (Excel, Word and Outlook).
- Proficient communication skills demonstrated in both speech and writing.
- Run job tasks in an organized, detailed and reviewable manner.
- Able to multi-task, prioritizing in-coming work and meeting deadlines.

Education and Experience:

High school diploma or equivalent.
Property management or facilities management experience preferred.
Real Estate License preferred.
CPM or ACOM preferred.

Physical Requirements:

Ability to legally operate a motor vehicle.
Prolonged periods of sitting and computer work.
Involves both office and on-site environments.

First Companies, Inc. is an Equal Opportunity Employer (EOE). We do not discriminate against individuals because of race, color, religion, national origin, gender, physical or mental disability, veteran status, or any other characteristic protected by federal, state, or local statute or ordinance.

Disclaimer: This job description is not intended to contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones be assigned at any time with or without notice.