



**Cornerstone Companies, Inc.**  
8902 N Meridian Street, Suite 205  
Indianapolis, IN 46260

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## **Open Position: Property Manager**

Cornerstone Companies, Inc. (Cornerstone) is a thirty-year-old, fully integrated healthcare real estate platform solely focused on leasing, managing, building and developing healthcare real estate assets. Over the last 30 years, Cornerstone has developed and built over 100 medical facilities of all types. These facilities include on-campus and off-campus medical office buildings, ambulatory surgery centers, sleep labs, physical therapy centers, oncology centers and clinical labs. Cornerstone currently manages approximately 5 million square feet of medical real estate assets in the Midwest, with full service offices in Indianapolis, Detroit, Columbus, and Louisville.

Summary: Cornerstone is searching for a Property Manager to oversee medical office buildings. The Property Manager is responsible for the day-to-day management efforts relating to a portfolio of on-campus and off-campus medical office buildings. As such, this position is responsible for implementing financial and operational initiatives in accordance with policies and budgets. This position reports to a Senior Property Manager in Indianapolis.

Responsible for all lease administration duties

Monitor collections and coordinate default proceedings

Ensure compliance with Property Management Policies and Procedures, codes, regulations, and governmental agency directives

Provide leadership to property staff, including performance management

Develop comprehensive annual inspection process for properties; complete weekly, monthly, quarterly, annual inspections as required for a specific asset, Cornerstone's best practices, and/or client requirements

Develop operating and capital budgets, track variances, perform CAM reconciliations, and ensure smooth recovery process

Bid, negotiate, and manage conformity with vendor contracts in accordance with Cornerstone's contract requirements or client requirements

Maintain interface with third-party owners and accounting team to ensure total contract compliance, including preparation of accurate and timely reporting



Coordinate and oversee on behalf of client, all tenant and building construction work to ensure timely and accurate completion of all construction work at property

Participate in leasing and client team meetings and ensure effective communication between leasing and property management team members in order to achieve client's goals and objectives

Provide and foster positive relationships with tenants, external clients, and internal clients

### Key Competencies

Communication Proficiency (oral and written)

Problem Solving/Analysis

Leadership Skills

Teamwork Orientation

Time Management Skills

Customer/Client Focus (internal and external)

Financial Expertise

### Requirements

Bachelor's Degree

3+ years of real estate property management or related experience

CPM or RPA designation or in process preferred

Possess real estate license

Strong knowledge of finance and building operations

Ability to analyze, prioritize and delegate

Ability to effectively manage a team of professionals, including both employees and vendors

Previous experience in analyzing and negotiating commercial lease and/or contract language

Advanced knowledge of Micros

Please contact Gretchen Mensch at 317-288-9003 or [gmensch@cornerstonecompaniesinc.com](mailto:gmensch@cornerstonecompaniesinc.com).