



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

317-841-9900
cornerstonecompaniesinc.com

Open Position: Property Manager

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.