



## Job Description

### Assistant Property Manager

### NewMark Merrill Companies

#### **THE COMPANY**

NewMark Merrill Companies, LLC is a private owner and operator of more than 70 community shopping centers representing over 1,500 tenants covering over 10,000,000 square feet in three States.

NewMark Merrill is owned by President and Chief Executive Officer, Sanford D. Sigal. Since 1997, he has led NewMark Merrill in a community leadership role at the company's shopping centers in more than 45 cities throughout California, Colorado and Illinois ensuring we are an asset to every place we buy, manage and build shopping environments. The company also has a technology business called BrightStreet Ventures, which is a leader in using technology to help us succeed as a landlord, and for tenants to thrive by taking advantage of technology.

The company is based in Woodland Hills, CA and has primary satellite offices in Oceanside, CA and Longmont, CO. NewMark Merrill's shopping centers are located in more than 45 cities throughout California, Colorado and Illinois. The tenants of our shopping centers includes merchants such as Vons, Whole Foods, Target, Walmart, Sam's Club, Lowe's, Bed Bath & Beyond, Marshalls, Ross and a large cross-section of other retail, restaurant and service tenants.

NewMark Merrill works very hard to ensure that our shopping centers are successful for our tenants and the community. Our mission statement is 1) to ensure every community is better by its involvement, 2) to give every tenant a great shot at being successful and recognizing the American dream of building a business that thrives and provides opportunities for their customers and their employees, and 3) to enable every employee of NewMark Merrill to achieve their dreams, to be better for the experience of working at the Company, and to challenge themselves in ways that make them better people.

The company's growth has often landed it on the "Fastest Growing Private Company" lists by creating shopping environments that create meaningful experiences, bringing in tenants who cater to the customer and the community, and by supporting our neighborhoods through events, outreach, and being a role model of a corporate citizen.

We look for people who want to challenge themselves and create something amazing and aren't afraid to make mistakes as a way to grow.

## **POSITION SUMMARY**

As one of the leading privately held real estate companies in the western United States, our client acquires, develops and manages retail and entertainment destinations. The company has earned a reputation for integrity and responsibility in the fields of retail property operations and management. Join their dynamic Property Management Team which supports institutional grade assets with excellent third-party property management services.

Reporting to a Property Manager, the Assistant Property Manager, will assist in managing the day-to-day activities of the shopping center. This position provides an excellent opportunity for a highly motivated individual to learn business fundamentals and advance in a growing company or further their experience in the commercial real estate industry.

## **ESSENTIAL JOB FUNCTIONS**

- Prepare Tenant correspondence
- Assist in collection of delinquent rent and other charges
- Prepare Tenant account reconciliations and account adjustments
- Assist with preparation and review of common area maintenance reconciliations
- Track and alert Property Manager of upcoming Tenant rental increases
- Maintain and update vendor contracts and promotional agreements
- Code and process invoices for payment
- Assists with preparation of monthly management report
- Primarily responsible for processing of lease and lease related documents
- Understand and abstract/research Tenant leases
- Primarily responsible for input of Lease abstracts in MRI and maintaining accuracy of information in MRI
- Assist with preparation of budget
- Assist with Capital repair bidding and coordination
- Any other duties/tasks as directed by the Property Manager

## **REQUIREMENTS / PERSONAL CHARACTERISTICS**

- Well-developed organizational, analytical and problem solving skills, aligned with excellent attention to detail.
- The ability to work independently and effectively in a fast paced environment capable of multi-tasking and prioritizing a number of time sensitive tasks.
- Excellent communication and interpersonal skills.
- Thorough understanding of retail accounting principles accrual and cash basis accounting, reading and understanding financial statements, understanding of triple net leases, CAM reconciliations and the ability to understand and explain tenant billings.
- Bachelor's Degree or equivalent combination of education and related experience.
- 2-3 years of experience in property management, preferably in a retail center.
- California Sales Person License required or must be prepared to take the California Sales Person licensing exam within 3 months of employment.
- Proficient in MS Office with competency in manipulating/creating Excel spreadsheets to meet reporting, analysis and budgeting requirements.
- Demonstrated experience with MRI software. Ability to learn and work in client specific property management software.

Resumes and corresponding documentation may be submitted confidentially to [hr@newmarkmerrill.com](mailto:hr@newmarkmerrill.com).