



Property Manager Job Description NewMark Merrill Companies Southern CA Locations

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

At NewMark Merrill Companies our Property Managers have the role of being the head of operations for the centers they oversee. This includes oversight of the physical parts of the center, but just as importantly, you are responsible for getting to know the tenants, identifying what makes the successful tenants successful, and what we can do to assist the less successful. We want you to know the community leaders, engage with our shoppers, and work with marketing, technology, accounting and leasing to make sure we always deliver an environment that we are proud of.

Our Property Managers spend no time on rent collection, and less time on accounting, but much more time in understanding what makes our neighborhoods work, and helping to ensure our centers hold a special place in our customers' hearts.

REQUIREMENTS / PERSONAL CHARACTERISTICS

- Outstanding client service focus. Responsive to needs tenants and the community.
- Willing to try different ways of doing things to create extraordinary outcomes.
- High integrity with a diligent work ethic.
- Willing to learn and grow and take feedback and convey information as observed.
- Team/people oriented.
- Highly organized with good time management skills.
- Good communicator in the written and spoken word.
- Have strong computer skills – social, EXCEL, WORD, OUTLOOK and comfortable with technology.
- Must possess a California Real Estate Salesperson license.