



Property Manager NewMark Merrill Companies

THE COMPANY

NewMark Merrill Companies, Inc. creates an environment for talented, innovative team members to excel in their area of retail real estate expertise. All our divisions including accounting, acquisitions, leasing or marketing have an active voice in fostering ideas that benefit our centers.

Recently named the 2nd fastest growing company in the San Fernando Valley, the 5th fastest growing private company in Los Angeles and one of Inc. Magazine's Top 5000 companies, NewMark Merrill is an established and reputable retail real estate firm.

It's not just about the rankings. With 80 community shopping centers encompassing 10 million square feet of retail experiences throughout California, Colorado and Illinois, NewMark Merrill is a partner with the customers, communities and tenants we serve. By integrating our technology and retail assets, we can make data driven decisions about the leasing, shopping patterns and customer traffic that drives sales for our tenants and profitability at our centers. We build a bridge from bricks to clicks.

Beyond the statistics, our centers are designed and operated to create meaningful retail experiences. Through targeted leasing we create a tenant mix for each center that caters to its customers, enhances the community and adds value to the neighborhood. We support our neighborhoods through events, community outreach, and being exemplary corporate citizens. NewMark Merrill takes its commitment to supporting surrounding the communities seriously. Our efforts include adopting local charities and helping them raise funds for their causes. We provide them with space to hold events and fundraisers. We provide many opportunities for our team members to participate in activities that support our communities.

The mission of NewMark Merrill Companies is to connect with our customers through community leadership and support, to create authentic environments in which our tenants have an unsurpassed opportunity to achieve the American dream, and to proudly share passion and knowledge with our team members, to inspire opportunity through creativity and imagination.

We look for people who want to challenge themselves, create something amazing and who aren't afraid to make mistakes in an effort to grow. If this sounds like you, we invite you to apply.

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.

ESSENTIAL JOB FUNCTIONS

- Supervise property management operations by tracking property activities via monthly open items lists based on the asset's stated business plan and financial objectives to maximize the effectiveness of operations, leasing, marketing and promotional activities. Understanding of and competency with the firm's proprietary property management portal.
- Understand the significant issues affecting a property's performance and the respective tenant lease responsibilities. Develop and implement operational plans and actions that will achieve or surpass cash flow objectives and maximize the asset value while complying with established company objectives.
- Maintain personal contact with tenants, vendors and owner representatives to ensure tenant satisfaction, resolving issues in a professional and timely manner and oversee activities to promote solid, reliable relationships with tenants, vendors and the surrounding community.
- Attend all merchant meetings and marketing events. Assist with any and all marketing events and distribute marketing newsletters and memorandums.
- Assist leasing with prospective tenant space showings. Coordinate the placement of leasing signs. The Property Manager should be familiar with the provisions of a NNN lease.
- Ensure compliance with codes, regulations and governmental agency directives, including environmental compliance.
- Evaluate service contract requirements and oversee tenant improvement projects, prepare specifications, obtain/evaluate bids, negotiate and manage vendor contracts and monitor vendor performance through regular inspections.
- Respond to after-hours emergencies in person or by phone depending on the severity of the situation.

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.