



## Assistant 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, our communities and our tenants.

Recently named the 2nd fastest growing company in the San Fernando Valley, the 5<sup>th</sup> 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. Our Chief Executive Officer, Sandy Sigal, was named the EY Entrepreneur of the Year in 2016 and has been the Real Estate Network Chair for YPO, the largest International Organization of CEO's in the World.

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.

## **POSITION SUMMARY**

Reporting to a Property Manager, the Assistant Property Manager, will assist in managing the day-to-day operations of a portfolio of shopping centers. This position provides an excellent opportunity for a highly motivated individual to be part of a growing company and continue to expand their knowledge of retail real estate management.

## **ESSENTIAL JOB FUNCTIONS**

- Assists in the day-to-day operational management of our shopping centers consistent with policies & procedures, approved budgets and management direction.
- Assists Property Manager in the preparation of operating and capital expenditure budgets.
- Maintains current certificates of insurance for vendors and tenants.
- Manages positive tenant focused relationships to ensure that we are anticipating tenant needs and promptly responding to their requests.
- Assists Property Manager soliciting and analyzing bids for maintenance or repair work and coordinates vendor activities for contracted services.
- Assist in reviewing and analyzing leases to determine Landlord and/or tenant responsibilities.
- Prepare, organize, and maintain tenant and vendor files.
- Assist leasing with showings for potential tenants and coordinate turn-overs or surrenders as needed.
- Process signage and all construction approval requests.
- Ensure all contracts, certificate of insurance and corresponding documents are uploaded to Document Management System.
- Draft, process, and distribute contracts, license agreements, addendums, etc.
- Other duties/tasks as directed by the Property Manager

## **REQUIREMENTS / PERSONAL CHARACTERISTICS**

- Bachelor's Degree or equivalent combination of education and related experience.
- Minimum of 2 years of experience in property management, preferably in a retail center.
- 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 time sensitive tasks.
- Excellent communication and interpersonal skills.
- 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.