



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 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. 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.

If you are interested in a career at NewMark Merrill, we encourage you to send your resume to Lisa Polis, Director of People Operations – lpolis@newmarkmerrill.com.

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

- 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 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.