

Job Description

Position Description

Currently, we are seeking a Real Estate Manager to join Foundry Commercial in Prince Frederick, Maryland.

Position Summary:

The Real Estate Manager is responsible for the day-to-day implementation of policies, procedures, and programs to assure a well-managed and profitable medical office portfolio. The Real Estate Manager is also responsible for the operation and maintenance of the buildings and grounds, tenant relations, and accounting functions in accordance with the owner's goals and objectives.

Essential Job Functions:

- Establishes a working and positive relationship with tenants, maintains liaison through visits and telephone calls, adequately clarifies lease requirements and terms, promptly replies to tenant requests and inquiries, and meets all new tenants prior to occupancy
- Lock Outs: coordinates default notices and performs lock outs per landlord's request
- Promptly respond to all service requests from tenants
- Ensure property portfolio is well maintained and repaired in good condition
- Contracts with and works with and provides direction to contract vendors and/or engineering staff.
- Assigns work priorities, determines the extent of repairs and necessary corrective measures, and when applicable is responsible for control and operations of the heating and air conditioning systems and other building systems.
- Regularly and thoroughly inspects the medical properties, grounds and tenant spaces
- Submits monthly property inspection reports based on observations, noting specific locations, conditions, and recommendations for corrective action.
- Ensures timely collection and deposit of rent and other accounts receivables. Follows company protocol for delinquencies including tenant and landlord communication and delinquency reporting. Inputs rent and other accounts receivables

Education and Experience Requested:

- Bachelors degree with minimum 5 + years medical office property management experience
- Excellent interpersonal and communication skills, both written and verbal
- Strong computer skills, proficient in MS Office programs.
- Superior customer service skills and orientation. Collaborative style needed. Ability to maintain professionalism at all times under stressful situations
- Strong organizational skills and attention to detail. Ability to plan and manage work under time constraints, without direct supervision.
- Sound troubleshooting skills and the capacity to fully resolve problems

Foundry Commercial is an Equal Opportunity Employer

Foundry Commercial is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. It is the policy of Foundry Commercial to grant equal employment opportunities to all qualified persons without regard to race, color, creed, sex, religion, age, national origin, marital status, sexual orientation, citizenship, physical or mental disability that does not prohibit performance of essential job functions, veteran's status, or any other conditions or identifications against which discrimination is prohibited.
