



G. W. WILLIAMS CO.
REAL ESTATE INVESTMENTS

SUMMARY OF DUTIES:

The Property Manager is responsible for serving as the onsite Property Manager for certain assigned properties. Collaborate with Asset Management and other onsite staff in tracking the operational and financial performance of their assigned portfolio. Assist in the preparation of reports to senior management, lenders and regulators, as the case may be.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned as required.*

- Responsible for the day-to-day operations and maintenance of assigned properties.
- Touring spaces with prospective tenants (primary).
- Conduct Move-in/Move-out inspections (primary).
- Approve closing statements (primary).
- Responsible for all leasing and management functions at assigned properties. Generate all tenant leases to assure full compliance with the lease provisions. Review, sign and monitor progress of new leases and renewals.
- Familiar with various Commercial lease types. NNN, Gross and Modified Gross.
- Fluency with CAM reconciliation and generating estimates
- Input pertinent data in monthly draft of lease renewal summary
- Processes new applications for approved LOI's
- Responsible for the day-to-day operations and maintenance of assigned properties. Maintain onsite management office.
- Negotiate, execute, and monitor, under the direction of Asset Management team, all necessary vendor contracts for the assigned properties
- Assist tenants with needs/questions and address any concerns
- Review and approve invoices
- Monitor and follow-up on collections, evictions, aged delinquencies. Administer delinquent receivable collections and coordinate appropriate legal actions to collect delinquent funds and gain possession of delinquent tenants' units
- Perform market surveys, monitor and adjust rates, and discuss rates/trends/leasing activity with brokers, property managers, and Asset Management team.
- Monthly report preparation – variance report notes, market survey, project status, conference call package
- Prepare Quarterly Market Performance Report for the portfolio
- Input pertinent data in monthly draft of lease renewal report.
- Accounts receivable, including processing rent payments from scanning, assigning, and applying to Yardi from Rentpayment.com.
- Advertising Craigslist Loopnet update frequently.
- Monitor Third party leasing vendors including checking their website for accurate availability.
- Lead Spring/Fall property tours with senior management. Address items noted during tour.
- Oversee capital projects and property maintenance/repairs.
- Oversee tenant improvement projects (if any). Ensure appropriate paperwork is completed (permits, owner approval, notice of non-responsibility, etc.)



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- Monitor the use of PO's. (establish checks & balances)
- Approve and sign vendor contracts.
- Conduct weekly property walks. Follow-up with maintenance, APM, vendors, and tenants for items that need to be addressed.
- Draft annual budget and CANE (aka Cap Ex) list. Annually prepare draft budgets for each property
- Supervise APM, and Maintenance Team
- Rotate on Call 24/7 for emergency and urgent matters that cannot wait till the next business day
- Prepare weekly Flash report
- Lead monthly conference call with senior management
- Provide timely and professional responses to tenant requests
- Plan and conduct tenant events, as requested by Management
- Assist tenants with needs/questions and address any concerns. Serve as the property-level contact for the Company
- Participate in special projects periodically assigned by Management
- Perform job-associated administrative duties, such as updating company materials
- Regularly inspect for safety and curb appeal
- Keep agendas, checklists, timelines, notes, and files relative to all property management affairs
- Monitor enforcement of Company policies and report deficiencies, if observed
- Attend relevant industry and professional conferences and classes on request
- As-needed tasks and special projects as directed by Asset Manager or Director of AM
- Maintain the confidentiality of all Company procedures
- Follow all Company Policies and Procedures
- Comply with all Company training requirements
- Regular attendance at the job is essential
- Maintain a courteous, helpful, and professional attitude on the job. Display a willingness and ability to be responsive to all customer groups.

QUALIFICATIONS (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The ideal candidate embraces responsibility, exhibits leadership qualities and self-motivation. A strong organizer and planner who sets goals and conveys them, effectively, who can motivate and be an example to others. Someone able to work well within a team, who will treat the assets under management as his/her very own.

EDUCATION and/or EXPERIENCE

1. 4-year college degree preferred or minimum 3 years' experience in Commercial Real Estate property management.



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2. The candidate must be well acquainted with compliance and regulatory issues, especially as regards the light-industrial industry.
3. Strong organizer and planner who sets goals and conveys them effectively, who can motivate and be an example to others.
4. Ability to work well as a leader in a shared office environment.
5. Excellent written and oral communication skills are required
6. Detail-oriented, a learner and problem-solver with an active, curious intellect.
7. Provide solid references.
8. Must possess a current California Real Estate Broker's License or Real Estate Salesperson's License, or willing to obtain one.
9. A current and valid California driver's license is a requirement of the job.
10. Must have command of Microsoft Word and Excel. Familiarity with e-mail systems, calendar and database programs required.
11. YARDI and LoopNet experience strongly preferred