

**POSITION:** Commercial Property Manager

**LOCATION TYPE: IN-OFFICE Boston, MA** (Financial District)

**REPORTS TO:** Regional VP

**JOB SUMMARY:**

Farley White Management Company is looking for a seasoned Commercial Property Manager to lead operations at a Class A, 295,000 RSF connected office complex located in the heart of Boston's Financial District. The ideal candidate will bring both operational expertise and strategic insight in order to oversee day-day performance while safeguarding the long-term value of the assets. This position requires proven leadership in a high rise building in an active downtown environment.

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**KEY RESPONSIBILITIES:**

- Oversee the full operational and strategic management of the property, including maintenance, engineering, security, and janitorial services.
  - Develop and execute annual operating and capital budgets, including forecasting, variance reporting, and asset-level business planning.
  - Lead the implementation of capital projects, tenant improvement work, and infrastructure upgrades; managing vendor selection, permitting processes, and quality assurance.
  - Serve as a key liaison between ownership, tenants, and vendors—ensuring transparency, responsiveness, and accountability in all interactions.
  - Enforce lease compliance with a strong working knowledge of lease provisions related to expenses, landlord obligations, services, and alterations.
  - Inspect building systems, mechanical infrastructure, tenant spaces, and all public areas regularly to ensure Class A standards and code compliance.
  - Monitor and manage energy use, sustainability programs, and compliance with city, state, and local initiatives.
  - Coordinate and evaluate vendor and contractor performance, holding service partners accountable to contract scope, response times, and quality standards.
  - Supervise on-site staff including engineers, administrative support, and vendor partners—overseeing training, scheduling, performance evaluations, and team development.
  - Support leasing efforts by preparing spaces for tours, participate in marketing efforts and provide guidance on buildouts aligned with tenant requirements and long-term asset strategy.
  - Implement and oversee robust tenant satisfaction and retention initiatives, responding quickly and professionally to concerns while fostering long-term partnerships.
  - Maintain accurate property documentation, records, reports, and compliance logs, and utilize company databases and tools such as MRI and Kardin.
  - Participate in emergency planning, life safety compliance, and after-hours response planning.
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**QUALIFICATIONS:**

- Bachelor's degree required; concentration in Business Administration, Real Estate, or related field preferred.
  - Minimum 5–7+ years of property management experience, with direct experience managing Class A, multi-tenant commercial office buildings in urban environments.
  - Proven experience in management, evaluation, development, and motivation of subordinates to include on-site staff including administrative and engineer department.
  - High-rise operations, capital planning, and complex mechanical systems knowledge strongly preferred.
  - RPA, CPM, or LEED certification preferred.
  - Proficiency in Microsoft Office Suite required; MRI, Kardin, and tenant service platforms preferred.
  - Demonstrated knowledge of all core building systems including HVAC, electrical, life safety, and vertical transportation.
  - Strong understanding of building security, emergency procedures, and city regulatory processes.
  - Experience with tenant improvement projects and complex capital projects required.
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**OTHER SKILLS & ATTRIBUTES:**

- A strategic mindset with the ability to align building operations with ownership goals.
  - Excellent leadership skills with the ability to mentor, inspire, and hold team members accountable.
  - Strong communication and negotiation skills with a focus on diplomacy, problem-solving, and professionalism.
  - Ability to thrive in a high-pressure, fast-paced downtown environment with multiple stakeholders and competing priorities.
  - Financial fluency, particularly in budgeting, forecasting, variance analysis, and capital planning.
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**COMPENSATION**

- Salaried Position
  - Profit sharing and bonus program included
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**BENEFITS**

- Farley White offers an attractive benefits package available immediately upon hire.
  - Includes Medical, Dental & Pre-tax Flexible Savings Account.
  - IRA Retirement savings program with company match.
  - Company paid short & long-term disability, life insurance plan.
  - Generous paid time off plan and company holidays.
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**ABOUT US:**

Farley White Management Company is a Boston based owner of first class commercial real estate operating in Massachusetts, New Hampshire & Florida. The success and growth of the company is reliant upon the talented team of individuals who support and trust in our passion for real estate and for our customers.