

**Position:** Senior Associate, Property Manager

**Reports To:** SVP, Director of Property Management

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Bulfinch is a third-generation commercial real estate firm specializing in the acquisition, development, management, and repositioning of commercial properties in Greater Boston. Since 1936, Bulfinch has taken a unique approach to creating value in commercial real estate and has successfully evolved and adapted to industry changes and the needs of all our stakeholders. The firm was founded on a commitment to our employees and the culture we began cultivating 85+ years ago embodies our entrepreneurial spirit and sense of family.

We are currently seeking a talented Property Management professional to manage and supervise all aspects of assigned properties by prioritizing day-to-day operations and property needs.

**Role + Responsibilities:**

- Responsible for all day-to-day property operations and facilities management duties
- Deliver insightful leadership and strategic vision for the property
- To provide our clients (owners, lenders, tenants, etc.) with the highest level of customer service available
- As the senior on-site professional, the Property Manager has the responsibility for all aspects of client and tenant satisfaction. Specifically, achieving stated financial results (NOI and cash flow) and operating objectives (leasing, capital improvements, system enhancements, operating expense control, etc.)
- Generate and monitor annual budget, and be able to ensure Compliance to Budget
- Manage, supervise, and develop all direct reports and contracted service vendors
- Represent the Company and ownership in the local and regional business and real estate community to promote and enhance the firm's reputation and capabilities to prospective tenants, vendors, brokers, and clients
- Communicate effectively reports on all significant operating and facilities management issues
- Perform all duties as required by specific leases, including the collection of rents, default notifications, and the continued performance of Landlord services
- Responsible for the financial management of the property, working with the financial reporting team, and property teams to:
  - Assist in the preparation of and review monthly operating reports to include accruals and variance reports
  - Prepare and administer annual property business/asset management plan and operating budget according to the requirements of ownership
  - Issue operating cost escalation and tenant service request invoices
  - Collect payment for escalation or for special work performed
- Inspect all aspects of assigned properties daily to ensure building operations are performing according to TBCI standards and procedures

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- Ensure that emergency evacuation procedures are in place and life safety systems are operating effectively
- Oversee all preventive maintenance programs and ensure that the information is entered properly in the portfolio's work order and/or preventative maintenance system
- Support the leasing brokers to ensure the lease process meets Ownership objectives and that all spaces are in show condition
- Develop vendor contract service specification scopes and competitively bid all service contracts
- Review and approve accounts payable for related service providers to the property
- Support tenant improvement construction projects and capital improvements as required
- Assure that appropriate insurance requirements are in place for all vendor contracts
- Participate in Property and Asset Management Department initiatives and committees
- Must be on site daily

## Requirements:

- BA/BS required; relevant major/coursework preferred
- 5-7 years of experience in property and real estate management
- Proven customer service and problem-solving skills
- Highest work ethics and sound judgment
- Ability to respond real time and to work under pressure and deadlines
- Excellent written and verbal communication skills
- Experience overseeing property budgets
- Prior experience with third party investors; building successful relationships, managing expectations, and unique reporting
- This is a busy and demanding property/portfolio, candidate must be an energetic self-starter/leader who is highly organized, able to manage multiple priorities and can get things done in a timely manner
- Must be computer savvy and have a familiarity with preventative maintenance and work order software programs; Yardi, MRI, MS Office, and Salesforce experience highly desirable
- Excellent interpersonal skills with the ability to work in a team environment

The heart of Bulfinch is our people. We are committed to the individual growth and development of our most important asset - our team members. Bulfinch offers top-tier benefits and career-enhancement opportunities to all employees. We celebrate diversity and are committed to creating an inclusive environment for all employees. Bulfinch is proud to be an Equal Opportunity Employer.

As an equal opportunity employer, Bulfinch is committed to a diverse workforce. If you are a qualified individual with a disability or a disabled veteran, you have the right to request a reasonable accommodation if you are unable or limited in your ability to use or access Bulfinch's career website as a result of your disability. You can request reasonable accommodations by emailing Human

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Resources at [hr@bulfinch.com](mailto:hr@bulfinch.com) or by calling 781-707-4000 and asking for Human Resources. Thank you for your interest in Bulfinch.