



Assistant Property & Asset Manager

Boston, MA

JOB DESCRIPTION

This position will be filled by someone who is highly motivated and passionate about real estate and property operations. The Assistant Property & Asset Manager is expected to support all aspects of day-to-day operations of the sites including maintenance and repair, tenant relations, event oversight, security, janitorial services, landscaping, snow removal, etc. The Assistant Property & Asset Manager will also assist in preparing the annual budgets and the monthly reporting of the financial performance of the properties. Additionally, the Assistant Property & Asset Manager will support all aspects of asset management of the sites including management, financing, insurance, and leasing strategy.

The Assistant Property & Asset Manager will work as a team member to support multiple sites in different phases of development and operations. Each site is unique and HYM's role at each site differs, so this position is a hybrid between property and asset management responsibilities. The Assistant Property & Asset Manager is expected to learn quickly and contribute meaningfully from day one. It is anticipated that the Assistant Property & Asset Manager will grow organically within the firm and earn more substantive property and asset management-related responsibilities.

The ideal candidate is a self-starter, detail-oriented individual who has strong property management experience and is looking to take the next step in their career while contributing to a growing property and asset management team with one of the Boston region's most active real estate firms.

Position Responsibilities:

- Assist in overseeing all vendors and personnel working at the properties to maintain a high standard of performance in accordance with the terms of contracts and the expectations of the owners and tenants.
- Ensure that all contractors and vendors working at the properties are performing as required per their contracts and have current insurance certificates on file meeting the minimum requirements specified in their contract.
- Conduct periodic inspections of the properties to ensure compliance with leases and licenses, compliance with life safety policies, and the proper upkeep of the properties.
- Draft and administer RFPs and recommend approval of maintenance and service contracts.
- Meet with and vet potential interim licensees and other site users; negotiate and draft recommendation emails; coordinate with attorneys on the drafting of the appropriate agreement.
- Lead energy tracking/forecasting, utility invoice review, energy procurement, and sustainability reporting (BERDO) efforts across all properties.
- Assist in the preparation of the annual operating budgets including the gathering of information such as quotes, energy consumption records, market data, etc. that are needed in compiling the budgets.



- Review, approve, and properly code all invoices for the properties.
- Assist with loan administration and financing efforts as well as insurance strategy and renewals.
- Review and comment on financial and marketing reports from third-party property managers.
- Coordinate use of site between the various users and stakeholders including tenants, site activation event management and attendees, construction, and neighbors/community.
- Participate in regular meetings with third-party property managers, owners, and other stakeholders.
- Draft scopes of work, SOPs, and other property and asset management-related documents.
- Position will be hybrid between firm's headquarters in downtown Boston (Monday - Wednesday), onsite (1 – 2 days), and home (1 – 2 days, if desired).

COMPANY OVERVIEW

The HYM Investment Group is Boston based real estate company that focuses on the acquisition, development and management of complicated mixed-use urban projects with major residential, commercial (office & life science) and retail components. HYM and its principals have a long and successful track record in planning, permitting, financing, constructing and managing complicated mixed-use developments in both Boston and Cambridge. HYM's success is directly related to the expertise and skill of its professionals and to HYM's comprehensive neighborhood process, which engages all stakeholders including landowners, local businesses, municipal departments, state agencies and elected officials. HYM is currently leading the development of nearly twenty (20) million square feet of mixed-use development in Greater Boston.

QUALIFICATIONS

Technical Requirements:

- BS/BA
- 1-3 years of experience in commercial property management, experience with retail and landscaped settings a plus
- Strong real estate accounting skill set, with ability to meaningfully communicate with property accountants.
- Strong communication skills (both written and verbal) with the ability to write concise, informative emails and other property and asset management-related documents.
- Working knowledge of various property and asset management contracts such as leases, license agreements, service agreements, COIs, easements, loan agreements, etc.
- Working knowledge of parking operations, hardscape and landscape maintenance, LEED principles, and BERDO energy reporting. Event management and coordination beneficial.
- Broad understanding of real estate product types and the property management differences between them.
- High level of proficiency in Microsoft Outlook, Excel, Word, and PowerPoint required.

Other Requirements:

- Strong interest in real estate property and asset management and development.



- Excellent organization and project management skills
- Ability to work independently and as part of a team
- Results-oriented with strong attention to detail and ability to produce quality work in a consistent manner.
- Ability to present work in a concise, complete, and easily digestible manner.
- Self-starter who can learn quickly and contribute as a team member.
- Ability to complete multiple tasks in a fast-paced entrepreneurial environment.
- Ability to prioritize and handle multiple tasks simultaneously, organize and coordinate work efficiently, set priorities, and meet deadlines in a demanding work environment.
- Team oriented with ability to work within HYM's organizational structure.