

Our Mission

To manage and develop properties that empower the communities we serve. Promoting excellence and an ethical, dynamic and rewarding work environment for our fellow employees, while creating value for our clients, partners and investors.

Our Vision

A world where underserved communities have home-grown leadership, self-representation, safety and unprecedented opportunity and access.

Our Brand

A proactive leader and socially conscious urban real estate brand that unites, empowers, and inspires communities to achieve their highest potential.

Our Values

- We believe in leading by example and in delivering results with integrity, excellence, and urgency.
- We believe in working only on projects that are truly important and meaningful to us and the communities we serve.
- We believe that our greatest strength lies in our people, in their wellbeing and in their ongoing personal and professional development.
- We believe in having the honesty to admit when we are wrong and in the courage to change.
- We believe our community involvement enables us to actively live our company's values and communicate the spirit of our brand.

Role Value Proposition

Led by a collaborative group of individuals who largely come from the communities we are proud to serve, over the past 30+ years, Primestor has led a culture that values the team over the individual. As an established pioneer in its space, Primestor's work ethic is very strong because we love what we do, and we are intimately in touch with the impact of our work. Situated in an open environment, every member of our team is part of that driving force of change and success. We have a progressive culture of inclusion and open-mindedness; open about how things are done while balancing a clear measurable goals culture and constantly adaptive approaches. We place a premium on personal autonomy, ideas, and cultural fit with a keen awareness of inclusivity, diversity, and sustainability.




Property Manager

Job Description

Based in the Los Angeles area, the Property Manager is responsible for the daily of all daily property operations including contract administration, vendor & tenant relations. The candidate must be knowledgeable in all aspects of property operation and construction; highly ethical, innovative & motivated. He/She shall demonstrate their ability and experience to negotiate contracts, deal with staff issues, provide technical input for the development of scopes of work, read, review and comment on architectural/engineering plans and leases and provide technical and administrative guidance to the administrative staff. This position reports to the Director of Asset Service.

Key Responsibilities

- Responsible for the accurate administration of commercial retail leases and operating documents.
- Directs and ensures timely tenant billings of rents, quarterly CAM receivables and tax billings and timely collection of the same.
- Directs the preparation of all annual CAM receivables.
- Monitors all legal issues to resolution and reports progress to Asset Manager
- Inspects property, creates reports, and coordinates vendor maintenance, repairs, and bids.
- Establishes and maintains good working relationships with tenants.
- Manages records and data for properties, tenants, vendors including filing systems and follow up systems.
- Coordinates with other departments (acquisitions, dispositions, construction, accounting, finance, leasing,) as relates to property management functions.
- Works with new tenants to ensure timely opening and rent commencement through TI process.
- Responsible for the planning, budgeting, and control of operating and capital expenditures. Responsible for preparation of annual budgets, forecasts, monthly reports, variance reports and other client requested reports relating to portfolio.
- Supervises the accounts receivable and accounts payable process, including collection of rent, accruals, payment of expenses, common area maintenance estimates, true-ups, reconciliations, compliance with lease terms, and preparation of all related documentation.
- Responsible for the compliance of all tenant lease agreements to ensure all obligations of the Landlord and Tenant are being met.
- Monitor vendor performance to ensure compliance and standards established in the service agreement are being met.
- Supervise scheduling and facilitating maintenance with vendors and tenants.
- Perform property inspections on a regular basis and make recommendations to maintain and enhance the asset.
- Supervises the compliance of property safety standards, conduct, or oversee Fire and Life Safety training, and maintain the building emergency response plans and procedures, along with its related documentation of compliance.

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- Some travel required, i.e., attend conferences, assess competition, and to meet and work with the Company's on-site personnel, vendors, and local brokers.

Other Duties

The description noted above is not designed to cover all activities, duties, or responsibilities that are required. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Qualifications

- Minimum of 10 years of experience as a Property Manager
- Experience working in a commercial real estate environment and be familiar with the operation of a sophisticated commercial real estate company.
- Bachelor's Degree, preferably in business, real estate, or finance
- Candidate will possess a minimum of seven years related experience.
- Proficient understanding of financial terms and principals and can analyze and conduct complex financial and business decisions.
- Ability to effectively resolve situations or complaints from tenants, employees, or management.
- Ability to express ideas clearly in written and verbal communications, with the capability to create complex financial and business-related documents.
- Strong organizational skills and detail oriented
- Proven record of providing excellent internal and external customer service
- Proficient in Microsoft Word and Excel
- Proficient in Yardi, Yardi ABF, Yardi Elevate platform.

Property Manager Salary & Benefits

- Salary (\$90k-125k)
- Healthcare, dental, vision coverage provided by the company.
- Mileage reimbursement at the federal rate
- Travel – hotel, airfare, meals paid.
- Vacation

Please email your resume to:
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