

JOB OPENING

Title: Senior Vice President of Property Management

Reports to: Chief Operating Officer

Job Description: Property management of Class A office, retail, and industrial portfolio, including day to day management activities, tenant interfacing, capital improvement planning, and management of support staff.

Traits required for this job: The ideal candidate is organized, detail oriented, and able to work and communicate clearly with tenants, owners, and accounting and support staff. Overall, this role requires hands-on problem solving, good judgment and professional communication.

Degree recommendations: Bachelor's degree or equivalent required

Experience: 7+ years of commercial real estate management experience recommended, emphasis in office and retail asset types. CPM or RPA designation preferred.

Hours: Full time; FLSA Exempt; 8am-5pm, Monday through Friday; however, there could be occasional calls, requests, and work that occur outside of business hours.

Compensation: Commensurate with experience and qualifications. The Company offers a 401k contribution, health insurance, generous PTO, and will cover the costs of membership in IREM or BOMA.

Specific tasks include:

- Overseeing day to day operations of assigned properties.
- Administering contracts on behalf of ownership group.
- Approving invoices and work orders.
- Managing tenant improvement projects.
- Assisting with annual budgeting process.
- Managing annual preventative maintenance programs.
- Phone and email communication with tenants, vendors, contractors, brokers, and ownership groups.
- Reviewing accounting reports.
- Organize and maintain property inspection reports.
- Visually inspecting premises.
- Lease review, commentary, enforcement.
- Solving problems for tenants, clients, owners, and brokers.

About our company: <https://charleshawkinsco.com/>

Charles Hawkins Co., founded over five decades ago, is one of Middle Tennessee's leading independent commercial real estate brokerage, development and asset management firms. The company provides a full range of commercial real estate services including real estate brokerage, tenant representation, investment sales, property and asset management, build-to-suit development and speculative development. We manage approximately 7,500,000 square feet of industrial, office and retail space.