



Job Description: Commercial Real Estate Manager  
FLSA Status: Exempt

InCity Properties Holdings, Inc. ([www.incityinc.com](http://www.incityinc.com); "InCity") is an expanding Puget Sound-based real estate property and asset management company managing both commercial and residential properties. Our portfolio of properties includes commercial and residential buildings of varying vintage, size and complexities. Our current commercial portfolio includes 26 properties located in the Puget Sound region. Our mission is to maximize the return on investment for the owners while always being fair and objective to the tenants - the satisfaction of both the tenants and owners is key to our mission. As InCity continues to grow, the guiding principles of accountable service remain the core component of our philosophy.

The Commercial Real Estate Manager will provide support to the VP of Commercial Real Estate for all day-to-day operations of commercial assets of the assigned portfolio; including marketing, operations and financial activities. This includes various reporting responsibilities, assisting in executing renewals and new leases (when applicable), handling all matters related to existing tenants within the portfolio, ensuring a safe and marketable commercial portfolio. This individual will be "first in line" for major property related items. This position requires a "roll up your sleeves mentality", as well as being strong in project management across multiple facets. The ideal candidate requires minimal supervision and is quick to learn and gather information. This role may also manage others, and will need to serve both as a manager and a mentor.

Key Responsibilities include, but are not limited to:

**Reporting:**

- Maintain continuous communication with the VP of Commercial and the commercial team regarding the status of the commercial portfolio assigned
- Prepare monthly or quarterly status reports to be submitted to property owners, and properly follow up with owners on any questions received

**Communication and Project Management:**

- Perform a walk-through of each property no less than bi-monthly, assessing any potential maintenance needs, as well as to "check in" with the tenants to be sure they are satisfied with the level of support and service
- Serve as the liaison between tenants and VP of Commercial on the assigned portfolio
- Communicate with the accounting personnel to ensure accurate records, vendor charges, and accurate reporting of the financials
- Build and grow relationships with InCity's key vendors
- Investigate and resolve tenant and public complaints or other issues which may arrive

**Assessments:**

- Manage and evaluate performance of vendors on no less than an annual basis
- Recommend methods/ways to maintain/increase property values and/or reduce costs without negative impact

**Budgeting:**

- Lead the analysis and reconciling of operating expenses ("CAM recs") for each property
- Meet financial objectives by collecting rents, forecasting requirements, preparing annual budgets and analyzing variances

**Leasing:**

- When applicable, assist in marketing and showing vacant space; assist drafting lease agreements, amendments & preparation of lease abstracts
- Enforce lease terms, coordinate new Tenant move-in, confirm TI work is completed and review Tenant termination forms upon move out

**Maintenance/Engineering:**

- Submit maintenance and repair requests to Engineering; meet regularly to follow up on outstanding requests.
- Schedule budgeted Capital work or major renovations, ensure the proper care of each property; assist with large construction projects



### **Basic Required Qualifications**

The Real Estate Manager will have the following experience and attributes:

- A minimum of a Bachelor of Science or Bachelor of Arts degree (BS, BA) or equivalent education
- At least 3-5 years' experience in the commercial real estate industry
- Proficient in Microsoft Office 365 (word, excel, outlook)
- Knowledge of real estate business practices and principles
- Excellent written and oral communication skills
- Demonstrated leadership ability, team management, and interpersonal skills
- Excellent analytical and organization skills
- Expert in multi-tasking and triaging prioritization
- Ability to maintain performance at a high level during stressful situations
- Washington State driver's license & use of personal vehicle

### **Preferred Experience:**

- Washington State Real Estate license
- Experience in AppFolio property management software

**Compensation:** DOE

---

**Interested Candidates:** Interested individuals should send a resume and compensation expectations to [resume@incityinc.com](mailto:resume@incityinc.com)