



Job Description: Commercial Real Estate Assistant
FLSA Status: Non-Exempt

InCity Properties Holdings, Inc. (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 40 properties located in the Puget Sound region. We are responsible for the day-to-day operations and the preservation & enhancement of our clients' properties. 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 Assistant supports day-to-day property operations and management of all commercial assets. The position is responsible for various reporting responsibilities, assisting the team in tenant related activities, and ensuring a safe environment and marketable portfolio. The individual will be "first in line" for all property related items which requires a "roll up your sleeves mentality". Multi-tasking and follow-through are critical, as this position will be required to handle many "to do's" spanning multiple buildings for various deliverables to be completed.

Key Responsibilities include, but are not limited to:

- Always be "in the know" when it comes to the status of the commercial portfolio as assigned, including but not limited to accounts receivable, ongoing work orders, tenant issues, and cost vs. budget.
- Assist in preparing monthly or quarterly reports to be submitted to property owners via a software portal and with promptly following up with owners' questions received
- Communicate with the accounting personnel to ensure accurate records, code invoices, confirm vendor charges, to ensure accurate reporting of financials
- Investigate and resolve tenant complaints or other issues as it relates to the assigned duties
- Assist in evaluating the performance of vendors
- Manage owners' requirements for commercial tenant and vendor certificates of insurance, ensuring 100% are current and active
- Meet or exceed financial objectives by assisting in collecting rents and managing expenses; analyze variances to budget; initiate corrective action when needed
- Submit and manage all maintenance requests to Engineering and 3rd party vendors; meet regularly with Engineering to follow up on outstanding requests; ensure all maintenance and vendor requests are completed

Basic Required Qualifications

This position will have the following experience and attributes:

- A minimum of a Bachelor of Science or Bachelor of Arts degree (BS, BA) or equivalent education
- Proficient in Microsoft Office 365 (word, excel)
- At least 2 years' experience in commercial or residential property management
- Washington State driver's license & use of personal vehicle
- 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

Preferred Experience:

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

Compensation: DOE

Interested Candidates: Interested individuals should send a resume and compensation expectations to resume@incityinc.com