

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 I

Job Description

Based in the Los Angeles area, the Property Manager I is responsible for all the daily property operations including contract administration, vendor & tenant relations of commercial properties, either privately or institutionally owned. This role ensures each property is operated efficiently, professionally, and in accordance with ownership goals and management contracts. This position reports to the Senior Property Manager/s. The candidate must be knowledgeable in all aspects of property operations, lease administration, and construction; highly ethical, innovative & motivated.

Key Responsibilities

Operations & Lease Administration

- Ensure compliance with all management agreements.
- Oversee lease administration: emergency contacts, insurance certificates, lease abstracts, etc.
- Conduct routine property inspections and follow up on scheduling required maintenance or repairs.
- Respond to after-hours emergency calls on a rotational basis.

Project & Vendor Management

- Coordinate capital and tenant improvement projects, including construction oversight and documentation.
- Prepare and obtain lien waivers and proof of insurance from contractors.
- Solicit bids, negotiate, and manage service contracts.
- Oversee new property transitions and provide due diligence support for acquisitions/dispositions.
- Support on Development/Acquisition transactions as it relates to Due Diligence Materials.

Financial Oversight

- Assist with developing and manage annual operating and capital budgets.
- Monitor and control expenses to stay within budget.
- Approve payables and review monthly rent rolls.
- Manage delinquent accounts: initiate contact, default notices, and legal actions as needed.
- Coordinate with attorneys as required by the management agreement.
- Handle property tax
- Distribute invoicing of property taxes, insurance, and CAM reconciliations.



Reporting & Systems

- Prepare and distribute monthly reports per owner or management contract requirements.
- Support leasing efforts by providing property data and estimates within property management scope.
- Assist with utility coordination, tenant move-in/move-out processes, security deposit collection and refunds, and other administrative duties.
- Maintain accurate tenant and lease information in Yardi or other designated systems.

Tenant & Owner Relations:

- Maintain strong, responsive relationships with tenants and property owners.
- Consistent, professional communication and service.
- Identify and resolve tenant, owner, and vendor concerns promptly.

Team Collaboration

- Support accountants with site visits, ownership updates, and financial context.
- Participate in team meetings, support colleagues, and maintain confidentiality.
- Rotate on-call responsibilities with fellow managers and keep emergency contact records up to date.

Other Duties

- Provide superior, cooperative, and excellent client interface and service.
- Contribute to the growth of the Company.
- The description noted above is not designed 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.
- Some travel required, i.e., property visits, attend conferences, assess competition, and to meet and work with the Company's on-site personnel, vendors, and local brokers.

Qualifications

- Bachelor's Degree or equivalent work experience
- Candidate will possess a minimum of three to five years related experience in commercial property management.
- Strong organizational skills and detail oriented
- Must be able to prioritize multiple deadlines in an efficient manner.
- Ability to work independently and collaboratively.
- Proficient understanding of financial terms and principals and can analyze bids, budgets and contracts.
- Ability to express ideas clearly in written and verbal communications, with the capability to create financial and business-related documents.
- Proven record of providing excellent internal and external customer service
- Proficient in Microsoft Word and Excel
- Proficient in Yardi, Yardi ABF, Yardi Elevate platform



Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to use hands to handle objects or equipment; reach with hands and arms. The employee frequently is required to stand, walk, talk and hear. The employee is occasionally required to; sit, climb or balance; stoop, kneel or crouch.

The employee must regularly lift and/or move up to [10] pounds, frequently lift and/or move up to [15] pounds and occasionally lift and/or move up to [25] pounds. Specific vision abilities required for this job include the ability to adjust focus, as well as the ability to maintain close vision, distance vision, peripheral vision, and depth perception.

Benefits

Primestor offers a competitive salary and benefits package, including health insurance, 401k plan, and opportunities for professional development. Joining our team means being part of a company that is shaping the future of urban redevelopment while making a positive impact on communities.

Salary

- Salary (\$80,000 to \$95,000+) depending on qualifications and experience.
- The salary listed is an estimate and not guaranteed. A salary offer will vary based on applicant education, experience, skills, abilities, and alignment to market data.