

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 San Diego area, the Property Manager is responsible for all off the 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. They 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

- Leads and develops the property team including third party providers through effective communication, training, scheduling, performance management, and accountability.
- Ensures exceptional standards for all aspects of property operations, safety, cleanliness, maintenance, tenant experience, and overall asset presentation.
- Oversees property inspections, emergency preparedness, regulatory compliance, preventive maintenance, capital projects, tenant construction, and contracted services.
- 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.
- 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.
- 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.

- Oversight and Management of staff and office on property.
- 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.
- 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:

- Provide superior, cooperative, and excellent client interface and service.
- Contribute to the growth of the Company.
- 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.
- Enhance, cultivate, and add meaning in your own professional and personal skills
- This position may be required to rotate weekend duty assignment with the mall management staff, may be required to work a variety of shifts from time to time, and is required to support emergency response needs 24 hours per day, 7 days per week, preferably with a response time under 30 minutes.

Qualifications

- Minimum of 10 years of experience as a Retail Property Manager/General Manager; candidates with redevelopment/construction experience preferred.
- Experience working in a commercial real estate environment and be familiar with the operation of an institutional commercial real estate company.
- Bachelor's Degree, preferably in business, real estate, or finance
- 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
- Proven ability to motivate, coach, and develop high-performing teams, providing clear direction, accountability, and constructive feedback.
- 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.

Primestor is an equal opportunity employer dedicated to diversity and inclusion in the workplace. We welcome applications from individuals of all backgrounds and experience.

Salary:

- Salary - \$115,000 - \$140,000+ 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.*

Please email your resume to:
careers@primestor.com