



## Property Manager

Gardner is a **full-service commercial real estate development** and management company headquartered in Salt Lake City, Utah with offices in Boise, ID and Henderson, NV. Gardner has developed over 30-million square feet of commercial properties spanning retail centers, multi-family residential, office, industrial, medical campuses and senior living. The real estate company is part of Gardner Group, which builds better communities through thoughtful, sustainable practices in developing and managing real estate, renewable energy, investing in innovation and providing results-oriented philanthropy.

Gardner prides itself on having an incredible company culture that values its employees. We ensure market competitive pay (including bonus), increased employee satisfaction, and support employee growth and development.

### **Position Overview**

We are looking for an organized and motivated property manager to manage a portfolio of commercial properties. This position will be responsible for the management of multiple class-A office buildings in the Salt Lake, Utah, and Weber counties. Experience with multiple asset types (office, retail, medical office and industrial) is preferred. To be successful as a property manager you should have excellent interpersonal skills and conflict resolution skills, the ability to read leases and analyze financial statements, the willingness to work in a team environment and the motivation to learn new software programs.

### **Key Duties & Responsibilities:**

- Prepare and review monthly financial reports, annual operating budgets and CAM reconciliations
- Be the main point of contact for tenants & vendors, addressing concerns quickly and efficiently and building strong relationships with them
- Inspecting property conditions and ensuring maintenance activities are being completed with the highest level of quality
- Oversee property/tenant improvements and Capex projects



- Abstract leases and understand major clauses affecting the operation and income of the property
- Ensure building energy usage is being consumed as efficiently as possible by analyzing trend logs and tracking building usage details
- Handle new tenant move-ins and existing tenant move-outs, and coordinates with tenants as necessary
- Manage A/P and A/R for your properties
- Work closely with brokers on all leasing activities

**Qualification and Experience Requirements:**

- 5 years minimum experience as a Property Manager with a commercial real estate management company
- Excellent communication skills, both verbal and written
- Strong organizational and time management skills
- Proficiency in Microsoft Office
- Yardi Voyager and ABF experience preferred
- Ability to work independently & productively
- Ability to prioritize and handle multiple tasks at once

**Working Conditions:**

- Primarily an office-based environment with standard business hours; some flexibility may be offered after initial employment training period.
- Regular visits to the assets will be required. All buildings are within a thirty (30) minute drive of the Gardner Company office.

**Benefits:**

- Paid time off
- Medical insurance
- Health Savings Account (HSA)
- Dental insurance
- Vision insurance
- Life, short-term and long-term disability insurance
- 401k plan
- Continuing education opportunities