



Position: Real Estate Manager
Location: Salt Lake City, Utah
Status: Full-time | Immediate Opening

About Lyonis Management

Lyonis Management is a client-centric property management company serving office, retail, and industrial properties along the Wasatch Front. Our entrepreneurial mindset, boutique approach, and strong value proposition set us apart in delivering superior management and accounting services. We proudly serve institutional investors, commercial real estate equity funds, and private owners.

About the Role

As a Real Estate Manager, you will take ownership of a portfolio of commercial properties while overseeing financial performance, tenant satisfaction, and building operations. You will work directly with tenants, vendors, brokers, and ownership while managing budgets, contracts, and day-to-day operations with an owner's mentality. This is a pivotal role for a driven professional who thrives in an entrepreneurial environment and is ready to make a meaningful impact.

What We're Looking For

- 5+ years of work experience in commercial real estate property management
- Active Utah Real Estate License
- Strong knowledge and proven ability to execute "best in class" building operations
- Working knowledge of finance, bookkeeping, and accounting
- Strong computer proficiency, including Excel, Word, Outlook, and Windows; property management software is a plus
- Exceptional written and verbal communication skills
- Ability to multitask, track responsibilities, and meet deadlines
- Detail oriented, responsible, and conscientious
- Ability to apply common sense and logical economic analysis while working in a high integrity, professional, entrepreneurial environment
- Superior customer service orientation

What You'll Do

- Manage all aspects of assigned commercial properties while ensuring operational excellence
- Lead financial reporting, variance analysis, CAM reconciliations, and annual budgets
- Review and approve tenant billings, rent collections, and delinquency reports
- Oversee vendor management, bids, contracts, and compliance with lease obligations
- Conduct regular property inspections and oversee construction and tenant improvement projects
- Maintain tenant insurance records and lease compliance
- Cultivate strong tenant relationships to drive satisfaction and retention
- Collaborate with ownership and brokers to maximize property value and performance

Why Join Lyonis?

- Be part of a collaborative, boutique team where your contributions are valued.
- Gain direct exposure to all aspects of property management, with a clear path to advancement
- Work closely with industry professionals, investors, and ownership.
- Competitive salary, performance-based bonus, and benefits package.

TO APPLY

Please email your resume and a cover letter to position@lyonis.com