

Retail Property Manager

The Boyer Company has an opening for a Retail Property Manager.

About Us

The Boyer Company is a leading commercial real estate development and property management firm in the Western U.S., managing more than 26 million square feet of retail, office, and mixed-use properties. We are a principle-based organization that puts people first, values diversity, and supports the communities where we work.

Position Summary

The Retail Property Manager oversees a portfolio of retail shopping centers, serving as the primary point of contact for tenants, vendors, and ownership. This role ensures operational excellence, strong tenant relationships, and well-maintained, financially sound properties.

Key Responsibilities

- Manage a portfolio of retail shopping centers
- Oversee operating budgets, CAM reconciliations, and service contracts
- Track and report aged receivables and tenant delinquencies
- Maintain strong tenant relationships to support retention
- Respond to tenant requests and resolve issues promptly
- Coordinate maintenance, repairs, and vendor services
- Ensure properties are clean, safe, and visually appealing
- Support leasing and tenant turnover activities

Skills & Qualifications

- Strong attention to detail and problem-solving skills
- Excellent written, verbal, and digital communication
- Customer-service focused with relationship-building ability
- Self-motivated and able to manage multiple priorities
- Professional, ethical, and accountable
- Able to resolve tenant concerns calmly and effectively

Education & Experience

- 5+ years of retail or commercial property management
- Bachelor's degree in Business Administration or related field
- Proficiency in Microsoft Office and email systems
- Basic accounting and budgeting knowledge
- Utah Real Estate License required

Compensation & Benefits

- Competitive salary and bonus/commission opportunity
- Medical and dental insurance
- Retirement plan
- Mileage reimbursement
- Generous PTO based on tenure

Please send Resume to TerriA@Boyercompany.com

