



ASSISTANT PROPERTY MANAGER

ERES COMPANIES | FORT WORTH, TX

COMPANY OVERVIEW

Founded in 2014, ERES Companies is one of the fastest growing and unique real estate firms in the world. Unlike other commercial real estate service providers, ERES provides a truly vertically integrated approach to meet a multitude of real estate needs seamlessly controlling projects from start to finish. Leveraging the comprehensive power of our service lines, we are enabled to research, analyze, and provide the most efficient, cost-effective solution available for our client's real estate investments. This translates to peace of mind in knowing that their needs, timeline, and budget are being considered at every phase of their project. Our collective commitment to excellence, hard work, and creativity has resulted in a rapid firm expansion that has led ERES to complete thousands of successful projects both domestically and internationally, represent over five million square feet of commercial space and more than \$1 billion in real estate value, and manage over 6,500 multifamily and industrial units.

Our sophistication and expertise, combined with our small company values and client-centered approach, have provided us opportunities to partner with best-in-class, global corporate clients, including several Fortune 500 companies, in solving some of their largest and most challenging real estate issues. ERES is currently comprised of over 150 dedicated professionals working tirelessly to provide the finest all-inclusive real estate services in key secondary and tertiary markets across the globe. Always opportunistic about expanding operations, we have twelve domestic and international office locations in Denver, CO (headquarters), Williston, ND, Bozeman, MT, Grand Junction, CO, Fort Worth, TX, Houston, TX, Midland, TX, New York, NY, Washington DC, Los Angeles, CA, Guyana, Georgetown and Neuquén, Argentina.

THE OPPORTUNITY WITH ERES

We are currently looking for a full-time assistant property manager to join our team in Fort Worth, TX. The primary responsibility of this role will be to assist an account team in coordinating client owned and leased properties across North and South America. This includes helping the account team and the client with booking stays at the properties, lease review and administration and preparing, implementing, and adhering to the approved strategic plans, individual and overall budgets, coordinating and leading the management and staff of each property, and monitoring the supervision of the day-to-day activities.

RESPONSIBILITIES:

- Work with team in preparing the consolidated annual budget for all properties; reports to client/owner regarding monthly financials, operations analysis, and leasing activity reports for all locations; reviews and approves all reporting from the properties before presenting these to the responsible Portfolio Manager
- Help coordinate staff to conduct formal site inspections as identified by the client with established standard operating policies and procedures and in accordance with the management agreement and client requirements
- Bears primary responsibility for the coordination and maintenance of all site-specific documentation including but not limited to property information books, site operating manuals and emergency operations manuals

- Assist team with controlling and approving the procurement and expenditure processing
- Help team with the adherence to the approved budget for all properties and closely monitors and reports on variances; forecast cash flow for the properties; reviews and reports on real estate tax assessments; and ensures required municipal reports are filed correctly and on-time
- Regulatory compliance and effective management of risk and liability for both ERES and client
- If performing in an agency leasing capacity, participates in tenant selection, negotiation, and analysis of credit risk
- Conducts periodic site visits, inspections and surveys
- Help negotiate service contracts with any outside vendors to achieve the highest levels of performance at the lowest cost in compliance with ERES values, standards and guidelines for business conduct
- Supports and provides leadership in a commitment to achieve ERES and client expectations for service and business objectives consistently upholds and applies the company's policies regarding appropriate professional behavior to ensure that the values of the firm are exhibited by the actions of the staff.
- Other duties as assigned to support the account team in delivering the required services to the clients

REQUIRED KNOWLEDGE AND EXPERIENCE:

- Bachelor's degree; or at least 2 years of property management experience including at least 2 years at the level of Assistant Property Manager
- CFM, FMA industry certifications recommended, other Engineering, Business or technical training or certifications a plus
- Breadth and depth of experience in leasing, construction, engineering and all facets of property operation and building management
- Knowledge and experience with financial accounting in Commercial & Residential real estate, financial reporting and budgeting
- Excellent technical, interpersonal, and analytical skills required
- Excellent written and oral communications skills required
- Strong computer and systems knowledge

SAFETY

- Perform all work with forethought as to risk avoidance and within the safety of staff and tenants alike in mind.
- Notify Direct Supervisor of any incidents or situations that may result in an insurance claim on the site.
- Assure compliance with all fire and safety codes and regulations and to make precautionary repairs etc. where risks begin to appear.
- May perform or supervise periodic testing/ inspections of all fire alarms, smoke detectors, fire extinguishers, and private hydrants.

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. Knowledge of relevant occupational health and safety regulations and standards associated with property

management. Perform all activities in compliance with Company policies. Ability to interact well with the general public and clients in a polite and courteous manner and in accordance with the Company's Code of Conduct. While performing the duties of this job, the employee is regularly required to talk or hear, drive, bend, lift and sit at desk in office for long periods at a time. File, stack and sort.

Job Type: Full-time

EEO STATEMENT

Energy Real Estate Solutions, LLC is an equal opportunity employer and committed to developing and maintaining a diverse workforce. Energy Real Estate Solutions, LLC strongly believes in equal opportunity for all, without regard to race, color, religion, creed, age, sex, pregnancy, family responsibility (e.g. child care, elder care), national origin or ancestry, citizenship, marital status, sexual orientation, gender identity or expression, transgender status, veteran's status, genetic information, or status as a qualified individual with a disability, protected leave status or any other protected characteristic in accordance with applicable law. The company also endeavors to make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodations would impose an undue hardship on the operation of our business. Equal employment opportunity will be extended to all individuals in all aspects of the employment relationship, including recruitment, hiring, promotion, transfer, training, discipline, layoff, recall and termination.

SUBMISSION

Cover letters should clearly outline relevant experience and its applicability to this role. Qualified candidates may submit a resume and cover letter to Kate Waggoner at kate.waggoner@erescompanies.com.