



POSITION DESCRIPTION

Position: Assistant Commercial Property Manager

Responsible To: Directors / Property Managers

Key Responsibilities: All duties associated with being an Assistant Commercial Property Manager and Administration of the portfolios and as otherwise instructed by Directors from time to time.

Duties:

- Liaise with Lessor's, tenants and contractors as required, in conjunction with Property Manager instruction.
- Process incoming invoices from the PM Invoices Mailbox i.e. send them to AI and save in 'Y' drive under appropriate folders. This includes ensuring quotes or job reports are passed on to respective Property Manager.
- Run reports for rent reviews; lease expiries/options; MA expiries; and send to Property Manager for review on a monthly basis.
- Action rent reviews; lease expiries/options; MA expiries; in Cirrus after approval from Property Manager. (Ensure fees are raised if necessary, by liaising with trust accountant).
- Initiate and update tenant and Lessor insurance renewals on a monthly basis. Keep records up to date.
- Enter new Lessors, Tenants, Leases etc. in Cirrus as required and update details in system as necessary when Property Manager instructs i.e. could include updating according to Extension/Variations or vacating a tenant and amending tenant charges etc.
- Investigate and action account queries from tenants as required.
- Send arrears notices to tenants, if instructed by Property Manager to do so.
- Send out owner reports at the end of each month, quarter and financial year if requested by the Property Manager.
- Carry out a payment run, if requested by the Property Manager.
- Initiate budgets and annual reconciliations for review by Property Managers.
- Assist Property Manager in processing budgets and reconciliations. This includes distribution of budgets and reconciliations to tenants after Property Manager approval.
- Set up physical and electronic files for new properties; owners; and tenants
- Maintain key registers
- Send Lease Documentation to tenants and Lessors as required, using letter templates set up in Cirrus.
- General filing, binding of documents and other ad hoc duties as required.
- Organise key handover for tenants and/or contractors.
- Issue work orders as required by the Property Manager to facilitate repairs and maintenance.