

Founded in 1956, our property management portfolio consists of more than 70 office, retail and industrial properties, making our company one of the largest property management firms in the Chicago metropolitan area. In the last year alone, we have experienced tremendous growth by purchasing over 500,000 square feet of commercial property. With a long-term viewpoint and forward thinking, we are seeking a like-minded experienced Property Manager that is organized, energetic, dedicated and a self-starter. This is a very hands-on position that involves managing a number of properties with an emphasis on day-to-day building operations and staff supervision. We are looking for a unique individual with a keen eye for detail trained to look for obvious as well as subtle improvements that will enhance our buildings. The ideal candidate will also possess an understanding of the various building mechanical systems. If interested in a challenging work environment and the opportunity for long-term career growth, we look forward to hearing from you.

Job Description:

- Responsibility for all property operational activities in a given portfolio of buildings
- Ensure maintenance and property appearance of the highest possible standards within company guidelines
- Perform and/or assist in the timely execution of building renovations and tenant improvement work

Requirements:

- Must be proficient with Microsoft Office and have excellent writing skills
- Efficient multi-tasking and time management capability
- Strong verbal communication with the ability to communicate at all levels within the organization
- Previous multi-site office building experience
- College degree preferred

Send resume and salary requirements to jeichner@imperial-realty.com.
NO TELEPHONE CALLS PLEASE!