

VP, Property Management

Description

- We will empower you to apply your energy, expertise, and creativity to meet our client's needs while instilling you with unsurpassed market knowledge and development opportunities to succeed
- This role is responsible for achieving superior operational results and financial performance of all portfolios and buildings that fall under their leadership
- This position will oversee the management and development of a team
- Supervise, mentor, and develop property management teams
- Meet regularly and provide guidance to Property Managers and Senior Property Managers to assist with staff training, development, and motivation
- Assist and coach Property Managers and Senior Property Managers regarding staff personnel issues as needed
- Provide guidance and support to Property Managers in resolving day-to-day or unique property management issues
- Ensure property performance quality standards are upheld
- Ensure property management teams understand, adhere to, and administer proper SOC I procedures
- Assist the property management teams with owner site visit preparation, as needed
- Work with the Director of Property Management and Property Managers on vendor contract management, building inspections, tenant relations, client meetings, capital projects, etc
- Lead new property transitions
- Review annual property budgets and CAM reconciliations for accuracy and ensure they are submitted to owners timely and accurately
- Collaborate with the Director of Property Management on initiatives including team building, staff development, succession planning and hiring needs
- Lead onboarding schedule and plan for new team members
- Complete annual performance reviews for direct reports and set specific performance goals to establish a growth plan for internal growth
- Review, approve and submit team expense reports and PTO requests
- Assume direct property management duties for properties, as needed
- Communicate daily with Director of Property Management
- Meet regularly to discuss the status of teams, projects, and issues
- Work with cross-functional teams, providing departmental leadership as requested
- Assistance with business development functions including pitches to potential and existing clients
- Lead and/or co-lead training sessions for the Property Management Department as requested
- Serve on the leadership team for assigned city and/or region
- Ensure positive client relations are maintained for all assigned Property Managers and Senior Property Managers

Qualifications

- 10+ years commercial property management experience
- Leadership responsibilities at the GM or VP level, and proven track record of staff development and mentorship

Hiring organization

MRRSOL

Employment Type

Full-time

Industry

REAL ESTATE

Job Location

Rosemont, IL,, IL, United States

Date posted

August 1, 2025

- Financial acumen and experience preparing and interpreting monthly financial packages for owners
- Experience creating and executing annual property operating budgets and capital budgets
- Experience reconciling tenant annual CAM expenses
- Excellent verbal and written communication skills and track record of established relationships with coworkers, clients, and vendors
- Previous experience using real estate software (Yardi or MRI, Kardin, AvidXchange, IMPAK, or similar programs)
- Time management
- Problem resolution
- Multi-tasking
- Ability to implement best practices