

METRO REALTY, LLC
(dba Coldwell Banker Commercial MECA)

JOB DESCRIPTION

Department: Commercial Property Management (CPM)
Reports to: Commercial Property Manager

Qualifications: Minimum Property Management Experience of 2 years. Knowledge of PC based office software to include Microsoft Word and Excel required. Strong math aptitude and a working knowledge of Power Point, and Microsoft SharePoint desirable. Must have strong correspondence, writing and editing skills in addition to being well organized, detail oriented, self-initiating and able to multi-task. Should strive for improvement through efficiency and be comfortable working with all managerial types.

Overview: Metro Realty, LLC dba - Coldwell Banker Commercial – MECA, (CBC MECA) is a real estate company organized under North Carolina Limited Liability Company laws. The companies’ officers and many of its employees hold North Carolina Real Estate Licenses and provide brokerage, development, property management and maintenance services on a fee basis to individuals, partnerships, and corporations. Some of the real estate services are provided for entities that are owned outright or in partnership by the company’s principals or related entities.

Significance of Position: This position is the company’s conduit with our tenants, owners and prospects of each. This individual is responsible for communicating with and assisting each of these individuals with their questions or needs. Additionally, the position provides administrative and accounting support for the Commercial Property Management Division.

Work Environment: CBC MECA is a small company with a total of +25 employees and associates utilizing an open floor plan to encourage interaction among staff and departments. Employees are expected to demonstrate a “team” approach to make workloads more equitable. They are often called upon to make contributions over and above job descriptions during vacations illness and heavy work periods.

Company Culture: CBC MECA's size, varied client/customer services and its nature of business creates a fast-paced, **hands on**, deadline-oriented business that requires flexibility on the part of its employees and associates.

Locally owned and operated, two of the company's executives have ownership in the business and an employee Profit Sharing Plan is provided for qualifying employees under Section 401-K of the IRS Code.

Specific Responsibilities

And Tasks:

- Provide friendly assistance to commercial tenants and vendors
- Maintain Tenant and Vendor database
- Maintain Tenant and Vendor Insurance Certificate records
- Prepare abstracts for new and amended leases
- Prepare and maintain tenant lease databases/files
- Prepare and maintain owner/client and property databases/files
- Process late payment notices/monitor with CPM of delinquent rents
- Oversee default proceedings
- Process property work orders through completion of work and billing
- Assist accounting in the posting of rents and banking deposits
- Code, enter, and distribute payables for commercial properties and assist with monthly closeout
- Assist in preparing annual budgets and track YTD actual to budget and report variances
- Assist with other administrative duties, projects and tasks as assigned by the Commercial Property Management Team Lead and/or company executives.