



***Our Mission:***

*To create real estate environments  
which improve the quality of life  
in the communities we serve.*

**BAYER PROPERTIES, L.L.C.  
POSITION SUMMARY**

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**TITLE:** General Manager – Metropolitan  
**REPORTS TO:** Regional Manager

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**POSITION/PURPOSE:**

Individual will be responsible for increasing the economic value of the property while deterring its physical obsolescence. Involves profit / loss accountability and overall management of property, including operations, marketing, leasing, specialty leasing, accounting, and public safety at the property level.

**PRINCIPAL JOB ACTIVITIES:**

- Ensure the maintenance and improvement of the physical appearance, functional capability and security of the property through the direction of subordinates in the planning and implementation of housekeeping, landscaping, security and maintenance programs.
  - Improve operations while controlling costs by directing the RFP contract process, vendor selection and supervision.
  - Conduct regular inspections of the property ensuring it is maintained to cooperate and owner's standards.
  - Monitor all tenant construction for compliance with property rules, approved plans, and insure all required documentation is obtained in a timely manner.
- Responsible for timely and effective reporting and presentations to corporate and ownership.
  - Prepare monthly management reports, maintain effective communications with owners, and maintain appropriate documentation of critical items.
  - Lead monthly ownership calls, annual budget presentations and other ownership and corporate meetings.
  - Financial oversight to ensure that the property is operating within budget and report on property financials. Financial management includes but is not limited to AR, AP, audit responses, reconciliations, forecasting, budgeting, capital planning and cash management.
- Ensure the effective marketing of the property and favorable public relations through the planning and implementation of advertising, events, social media, public relations and retail enhancement.
  - Manage programs that will contribute to the property's profitability.



- Responsible for tracking and contributing to all aspects of income generations. This includes short term / specialty leasing, event and sponsorship income as well as other income-producing programs.
  - In cooperation with Retail Leasing Manager and Office Broker, show space and interact with national and local tenants and prospects to enhance property income.
  - Understand and report on market conditions, competition, community and government issues and economic development plans.
- Lead, staff, direct and develop personnel to ensure the property operations and marketing activities are carried out efficiently and effectively.
  - Includes internal or external staff consisting of: Operations Manager, Office Administrator, and Marketing Manager.
  - Interpret and enforce lease covenants; assure timely collection of rents, sales reports, insurance certificates and other lease required documents.
- Establish and implement annual and long-term property plans consistent with ownership's strategic goals and objectives.
  - Prepare and implement annual budget and business plan as well as forecast long-term capital budget needs, property expansion and / or remerchandising needs.
- Represent ownership to tenants, the community and the shopping public.

#### **REQUIREMENTS:**

- College degree required – CSM or CPM preferred
- Minimum 8 years property management experience; mixed-use management experience preferred
- Experience in construction management and coordination of tenant build out
- Proficient in Microsoft Word, Excel, Outlook, and accounting software MRI and/or YARDI preferred.
- Excellent verbal and written communication skills
- Weekend and holiday work required
- 24 / 7 on call responsibility
- Proven superior interpersonal relationship / leadership skills
- Self-starter with strong analytical skills

Please click the link below to directly apply via Bayer Properties career page:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=26843&clientkey=5410FFBC03F49713DE1EF693C8052831>

For questions please contact:

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