

Assistant Property Manager

Now Hiring in Minneapolis

CYCLE-TESTED STEWARDS
OF REAL ESTATE CAPITAL

The Company

Altus is an actively growing real estate investment and development firm with over 3.1 million square feet of office, industrial, retail, and multifamily properties. With a cycle-tested platform dating back to the 1960s, our understanding of real estate dynamics allows us to anticipate the needs of our investments — positioning us to optimize risk-adjusted returns for our private and institutional partners. Altus works collaboratively and cross-functionally to source off-market and marketed transactions, underwrite opportunities, and optimize the performance of portfolio assets with an emphasis on long-term value creation.

Our in-house team of over 50 professionals, located in St. Louis, Minneapolis, and Denver, handles every critical real estate function, including acquisitions, capital markets, development, property management and asset management. Altus' executive team has capitalized over \$4.2 billion of investment and development transactions with over \$550 million transactions closed since 2017. The company's growth plan includes continual deployment and asset growth in its core and targeted markets of St. Louis, Minneapolis, Kansas City, and Denver, as well as expansion to additional secondary markets.

The Role

The Property Management division at Altus helps drive the performance of properties to preserve and enhance the value of the investment by assisting with both the coordination of services to tenants and day to day operations and maintenance of the properties.

The Assistant Property Manager will work closely with and support the local property managers, maintenance engineers and construction manager assisting with both the coordination of services to tenants and day to day operations and maintenance of the properties.



Mission:

We are cycle-tested stewards of capital that provide access to direct real estate investment opportunities.

We take your trust seriously.

As your partner, we strive to deliver superior, risk-adjusted returns via vertically-integrated operations, data-driven processes, and transparent communication.

Core Values:

Always do the right thing

Learn and improve

Think like an owner

Uphold a sense of urgency

Sharpen pencils

The successful candidate will be enthusiastic, customer-service focused, and demonstrate a sense of urgency and a desire to learn and improve. This role requires an individual with a proactive approach to management, attention to detail and the ability to effectively manage multiple projects with oversight.

This position is office-based and located in Minneapolis, MN. Routine visits to local properties owned and operated in the greater Minneapolis – St. Paul metro should be expected. Mileage will be reimbursed at standard IRS rates.

Responsibilities

OFFICE MANAGEMENT

- Front desk position, 8 am-5 p.m. M-F with a 1-hour lunch break
- Provide full administrative support, including phone support, typing, reports, filing and distribution of correspondence. Coordinate office supply orders and office equipment service contract management.

TENANT RELATIONS

- Respond to tenant needs and coordinates with Property Manager and other team members to resolve issues in an appropriate and timely manner.
- Receive and respond to tenant's requests in a timely manner in accordance with the terms of their Lease Agreement.
- Communicate reoccurring issues and complaints to Manager.
- Assist in the planning and coordination of tenant events throughout the year.
- Ability to remain calm and polite when assisting tenants with issues.

OPERATIONS

- Receive work order calls, log calls, create work orders, dispatch work order to Manager or Engineers as appropriate.
- Monitor the maintenance work order system and prepare monthly report to Manager on status of all work orders.
- Maintain certificates of insurance for tenants and service providers for assigned properties.
- Maintain all property files in an orderly and logical manner, including leases and contracts.
- Prepare internal lease administration documents.
- Prepare and coordinate bid proposals and service contracts.
- Participate in performance oversight of all service contractors who perform contract services, including conducting routine inspections with cleaning contractors.
- Ensure that tenant bill-backs for electrical usage, after-hours HVAC, keys, and other similar charges are processed in a timely manner
- Process property invoices and related documents for review and approval by Manager.
- Create and maintain building access cards and track keys for assigned properties.
- Assist Manager in the preparation of the annual budget and management plan.
- Create and maintain updated Tenant Handbook for distribution to new tenants.
- Create and maintain tenant contact lists.
- Assist in coordinating tenant move-in and move-out procedures.
- Make best effort to perform other duties which may be assigned.

Qualifications

- High school diploma/GED equivalent; Bachelor's Degree preferred.
- 1 – 3 years professional office experience required.
- Experience using Microsoft Office Products – including Word, Excel, PowerPoint and SharePoint.

In alignment with our core values, the candidate we are looking for will demonstrate the following:

- Timely and consistent follow through.
- Meets or improves upon deadlines.
- Demonstrates self-initiative and sense of urgency in daily duties.
- Detail oriented, organized and ability to prioritize workload.
- Display good judgment when responding to tenant requests.
- Professionally mature and confident.
- Strong interpersonal and communication skills, both oral and written.

Compensation and Work Environment

- Salary, Bonus opportunity, PTO
- Medical, Dental, and Vision Insurance Available
- Paid Disability Insurance
- 401(k) Matching
- Business day travel as needed throughout greater Minneapolis – St. Paul area.

*Be a part of the Altus team!
Apply today.*



ST LOUIS

231 S. Bemiston Avenue, Suite 650
St. Louis, MO 63105
phone: 314.569.5000
fax: 314.569.5059

MINNEAPOLIS

701 Xenia Ave S, Suite 425
Golden Valley, MN 55416
phone: 952.831.3000

DENVER

201 Columbine Street,
Suite 300
Denver, CO 80206
phone: 720.360.0959

info@altusproperties.com