

JOB TITLE: ASSET MANAGER**DEPARTMENT:** Asset Management**DIVISION:** Central**FLSA:** EXEMPT**DATE OF REVISION:** 03/29/2016**1. PRIMARY FUNCTION**

The Asset Manager position monitors and controls portfolio of owned real estate assets in all phases of development. This position assists in the development and implementation of operating budgets, underwriting standards, and other procedures for the acquisition and disposal of multi-family properties. The Asset Manager will be responsible for improving the overall operations of the properties, maximizing return on investment, reducing risk, and increasing long-term value of the portfolio.

2. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review and approve annual Operating Budgets and Business Plans for each asset.
- Work with property management, leasing and other personnel responsible for the asset.
- Develop strategies to maximize value of real estate portfolio by working with peers in Development, Design Management, Accounting and other areas as well as with senior management personnel.
- Perform necessary analytical tasks as related to the review of appraisals, expenditures, draw requests and other tasks.
- Inspection of individual assets on an as-needed basis, including documentation of necessary action items.
- Oversee preparation of monthly update performance reports.
- Assist in formulating market area investment strategies, as required.
- Work with senior management to develop dashboard metrics and enterprise reporting systems.
- Design, develop and refine tailored real estate financial (e.g., cash flow, valuation, reforecast) and business models using Excel to support the decision-making process for real estate transactions.
- Participate in the disposition process and run point for due diligence.
- Train and facilitate the development two (2) Asset Management Analysts.

3. NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Other duties as assigned

This is intended to describe the major requirements and the major duties which comprise the framework for this job. It is **not** to be construed as an exhaustive statement of all the duties, responsibilities or requirements. JPI Employment Services, LLC retains the discretion to add or change the job duties at any time.

4. KNOWLEDGE AND EXPERIENCE REQUIRED**A. EDUCATION:**

- Bachelor Degree in Finance, Economics, Accounting or related business study

B. LICENSES OR CERTIFICATIONS REQUIRED:

None

C. RELATED WORK EXPERIENCE: []

- | | |
|---|---|
| <input type="checkbox"/> None | <input checked="" type="checkbox"/> 4 - 6 years |
| <input type="checkbox"/> 6 months to 1 year | <input type="checkbox"/> 7 - 9 years |
| <input type="checkbox"/> 1 - 3 years | <input type="checkbox"/> 10 or more years |

Describe the nature of the prior experience (*what type of work must the incumbent have been performing for the last x number of years? (i.e., analysis, industries, positions, typing, computer skills, etc.)*):

- Ability to develop and maintain courteous and effective working relationships with clients, tenants, vendors and/or any other representative of external organizations.
- Strong computer skills, preferably using Windows applications, budget systems, and Yardi/OneSite.
- Flexibility and ability to work under pressure in fast-paced, dynamic environment.
- Strong organization skills and the ability to manage multiple projects simultaneously.
- Ability to pay close attention to detail while maintaining a view of the big picture issues and requirements.
- Ability to work in an unstructured environment, think both strategically and tactically, and manage complexity and achieve results constantly shifting priorities.
- Excellent negotiation, influencing, and persuasion skills, including the ability to cultivate multiple networks

D. OTHER CONSIDERATIONS (*communications, interpersonal skills, etc.*):

- | | |
|---|-------------------|
| • Analytical | • Teamwork |
| • Drive | • Problem Solving |
| • Integrity | • Results Focus |
| • Initiative | • Proactive |
| • Team Player | • Multi-tasker |
| • Strong Communication skills (both verbal and written) | |

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APPROVALS:

TEAM LEADER

DATE

HUMAN RESOURCES

DATE

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