



JOB DESCRIPTION: *Property Management Associate*

Pintail is a full service commercial real estate company based in Greenville, SC, with a growing presence in the southeast across four lines of service – brokerage, development, property services, and capital markets. We are entrepreneurial at heart and small by intention. Our highly specialized teams and collaborative work environment enable us to provide clients with an exceptional experience tailored to their individual needs. We are proud of the fast-paced, fun-loving culture which differentiates us within our industry. This culture is what drives everyone in our office and it is also what defines us as an employer.

At Pintail we place a high value on several intangibles that will make for a successful member of our team, including self-motivation, attention to detail, and a passion for delivering the highest quality work. We take pride in the culture we have built and love going to work every day in a fun and energetic office. We believe that with hard work and a positive attitude every member of our team has the potential to shape their role and grow with us as a company.

KEY RESPONSIBILITIES

- Support property manager(s) in the day-to-day management of Pintail's portfolio of managed properties.
- Learn the commercial property management business with a goal of advancing to a property manager role.
- Provide best-in-class customer service for tenants and clients.
- Serve as a point of contact for tenants reporting maintenance requests, payment inquiries, and lease questions.
- Share on-call after hours emergency contact duties with other manager(s).
- Follow up on tenant service requests to ensure tenant satisfaction.
- Perform regular property inspections.
- Secure and evaluate proposals for work and award vendor contracts.
- Meet and coordinate with vendors to perform services as directed by property manager.
- Track critical dates including lease dates, tenant and vendor insurance certificates and recurring maintenance and inspections.
- Abstract leases for entry into property management software (Yardi).
- Maintain access control systems (activating and deactivating cards, schedule changes).
- Maintain HVAC building management systems (temperature adjustments, schedule changes, usage billing).
- Other duties as assigned.

QUALIFICATIONS

Our team thrives through collaboration and enthusiasm—an overall positive attitude is one of the most important considerations when evaluating a potential team member. The person who fills this role must also demonstrate excellent communication and organizational skills. In addition, applicants should meet the following qualifications:

- Bachelor's degree
- Structured, detail-oriented, and excels at multi-tasking
- Ability to professionally maintain composure and effectiveness under pressure
- Ability to work in a fast-paced customer service environment
- Ability to comprehend and interpret lease language
- Prior service industry experience

EXPECTED HOURS

This is a full-time, in-office position. Expected hours are 8:00 AM – 5:00 PM, Monday - Friday. After hours on-call duty shared with other property manager(s).

COMPENSATION + BENEFITS:

- Contracted pay TBD
- Paid Time Off (PTO) – three weeks annually

START DATE: Q4 2022

TO APPLY: *Property Management Associate*

Please submit resumes to Brian Sparks, Managing Partner at brian@pintailcre.com.