



Assistant Property and Leasing Manager

Job Title: Assistant Property and Leasing Manager

Type: Full Time, Non-exempt

Location: Denver, Colorado

Urban Villages, Inc., is a Denver-based, privately owned real estate development and property management company that specializes in timeless design and environmentally responsible development and management practices (www.urban-villages.com). We focus on long-term value creation for all of our project stakeholders: investors, partners, tenants, neighbors, communities, and our environment. Urban Villages creates places where people and businesses thrive.

Position Overview:

The Assistant Property and Leasing Manager is responsible for assisting the Property Manager in overseeing the daily operations and financial performance of a mid-sized portfolio of commercial properties. Primary responsibilities will include the residential leasing and marketing for the SugarCube apartments (a 37-unit luxury apartment property in Lower Downtown Denver), along with tasks related to residential and commercial lease administration, financial budgeting and oversight, data analysis, tenant relations, coordination of property maintenance, safety and security, vendor management, project management, and other tasks to ensure the effective operations of assigned properties. This position will have the responsibilities and duties listed below and will report to, and work directly with, the Property Manager.

Responsibilities:

Leasing – Residential

- Responsible for all aspects of residential leasing with prospective and current tenants; including but not limited to conducting tours, facilitating timely and effective communication, lease renewals, and lease administration utilizing property management software.
- Training staff to assist in the residential touring process
- Work with the Concierge Manager and the Maintenance Team daily including but not limited to assisting residents during move-ins, repairs/general maintenance, and moveouts.
- Assist in the research and collection of market intelligence, including comparable lease rates, market vacancy, unit types and amenities
- Work with marketing/communications team to manage updates and inventory of printed marketing collateral, and maintain online marketing strategies
- Administer monthly parking licenses and assist the security and concierge teams to troubleshoot parking-related issues, including the collection of past-due payments and the maintenance of records

Administration – Commercial and Residential

- Administrative duties including, but not limited to, creation, organization and maintenance of property and tenant documentation and file storage, implementation and management of service accounts and online resources, accounting workflow, tenant move-in/move-out procedures, etc.
- Assist with lease administration for all commercial and residential tenants; this includes collection of rents, tracking and enforcing all lease terms, coordinating any necessary



legal actions or third-party collections, maintaining tenant and property files (electronic and hardcopy), and administering tenant notices

- Generate regular reporting as required by Property Manager
- Assist in inspecting and maintaining the physical and aesthetic aspects of each property through regular walks, and coordinating repairs/service with maintenance department
- Assist in overseeing tenant and landlord renovation projects
- Help establish and/or maintain vendor relationships for property services
- Other tasks as necessary to support the Property Manager, asset management functions, and Urban Villages' corporate goals

Candidate/Position Requirements:

- Bachelor's degree required; graduate degree preferred
- Colorado Real Estate Broker's License preferred
- Minimum of 2 years' experience in the real estate industry or applicable administrative or legal experience. Property management and/or leasing experience preferred
- Basic knowledge of commercial real estate, market trends, leasing/sales, and accounting
- Experience with MRI, Yardi, Entrata or other property management software preferred
- Excellent oral and written communication skills, with ability to professionally communicate with diverse populations; a positive attitude and polished interpersonal skills
- Well organized with attention to detail
- Ability to tackle multiple tasks simultaneously, without losing focus or attention on any one; not afraid to ask for help when needed
- Self-motivated and solution-oriented, with "ownership thinking" perspective applied to decision making
- Proficient use of both PCs and Macs, strong skills in Word, Excel, and other office programs
- Ability to effectively present information to prospective or current tenants, investors, and other professional partners and vendors
- Absolute discreteness in receiving and handling sensitive information

Compensation and benefits:

Compensation will be commensurate with skills and experience. Employees may be eligible to participate in benefits packages, which include medical, dental, vision, retirement, paid holidays, vacation, sick time, and a public transit pass.

Application Process:

Candidates should send a cover letter, resume, salary requirements and available start date, to careers@urban-villages.com. Qualified candidates will be contacted directly. No phone calls, please.