Property Manager
Williston, ND

In the Bakken and beyond, we provide a "one-stop-shop" for all real estate services and a boots-on-the-ground approach to serving our clients. We are one of the only commercial real estate firms with a core presence in the Bakken and we have been here for over seven years – since the Bakken oil boom began to make an impact on the industry.

JOB DESCRIPTION

We are currently looking for a full time property manager to join our team in Williston, ND. The primary responsibility of this role will be to manage multiple residential properties including single family homes and apartment buildings (totaling over 300 units) in an efficient and value enhancing manner that is consistent with the overall strategic plan for each property.   This includes being accountable for all business, financial, personnel, and management aspects of the assigned properties including preparing, implementing and adhering to the approved strategic plans, individual and overall budgets, coordinating and leading the management and staff of each property, and monitoring the supervision of the day-to--day activities of the property staff in delivering services and support to the client(s) and tenants

RESPONSIBILITIES

- Is responsible for leading and directing property management team in performing the day-to-day operation of the properties to ensure that all site operations are in compliance with established policies and procedures, the management agreement, and are consistent with the client's overall objectives
- Prepares the consolidated annual budget for all properties; reports to client/owner regarding monthly financials, operations analysis, and leasing activity reports for all locations; reviews and approves all reporting from the properties before presenting these to the responsible Portfolio Manager
- On-site property staff conduct formal site inspections monthly in compliance with established standard operating policies and procedures and in accordance with the management agreement and client requirements
- Bears primary responsibility for the coordination and maintenance of all site-specific documentation including but not limited to property information books, site operating manuals and emergency operations manuals
- Has primary responsibility for controlling and approving the procurement and expenditure processing
- Adherence to the approved budget for all properties and closely monitors and reports on variances; forecast cash flow for the properties; reviews and reports on real estate tax assessments; and ensures required municipal reports are filed correctly and on-time
- Regulatory compliance and effective management of risk and liability for both ERES and client
- If performing in an agency leasing capacity, participates in tenant selection, negotiation, and analysis of credit risk
- Property management and staff establish and maintain open, positive relationships at all times with tenants and occupants ensuring that all services and needs are met and in compliance with leases and agreements
- Conducts periodic site visits, inspections and surveys
- Negotiate service contracts with any outside vendors to achieve the highest levels of performance at the lowest cost in compliance with ERES values, standards and guidelines for business conduct
- Supports and provides leadership in a commitment to achieve ERES and client expectations for service and business objectives consistently upholds and applies the company's policies regarding appropriate professional behavior to ensure that the values of the firm are exhibited by the actions of the staff.

REQUIRED KNOWLEDGE AND EXPERIENCE

- Bachelor's degree; or at least 6 years of property management experience including at least 3 years at the level of Property Manager
- Property Management license required by law
- CFM, FMA industry certifications recommended; other Engineering, Business or technical training or certifications a plus
- Breadth and depth of experience in leasing, construction, engineering and all facets of property operation and building management
- Strong management and leadership skills and experience with human resource and performance management processes
- Knowledge and experience with financial accounting in Commercial & Residential real estate, financial reporting and budgeting
- Excellent technical, interpersonal, and analytical skills required
- Excellent written and oral communications skills required
- Strong computer and systems knowledge

PHYSICAL DEMANDS
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is regularly required to talk or hear, drive, bend, lift and sit at desk in office for long periods at a time. File, stack and sort.

Qualified candidates may submit a resume and cover letter to Mike Elliott at **mike.elliott@energyreco.com**.

EEO STATEMENT
Energy Real Estate Solutions, LLC is an equal opportunity employer and committed to developing and maintaining a diverse workforce. Energy Real Estate Solutions, LLC strongly believes in equal opportunity for all, without regard to race, color, religion, creed, age, sex, pregnancy, family responsibility (e.g. child care, elder care), national origin or ancestry, citizenship, marital status, sexual orientation, gender identity or expression, transgender status, veteran's status, genetic information, or status as a qualified individual with a disability, protected leave status or any other protected characteristic in accordance with applicable law. The company also endeavors to make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodations would impose an undue hardship on the operation of our business. Equal employment opportunity will be extended to all individuals in all aspects of the employment relationship, including recruitment, hiring, promotion, transfer, training, discipline, layoff, recall and termination.