



Bradley Company is a team of experienced and talented commercial real estate professionals. We serve the brokerage, property management, and facility maintenance needs of commercial and multi-family clients. With a company history that began in 1978, we have more than 300 professionals serving Indiana, Michigan, and Ohio.

Bradley Company actively invests in our professionals and their growth. We are guided by our core values; entrepreneurial, collaborative, integrity, and champion. Our purpose is to build partnerships, improve communities and change lives.

We currently have an opening for the following position:

Assistant Property Manager (Commercial Asset Services, CAS)

Overview

The Assistant Property Manager, CAS assists in all aspects of an assigned portfolio of office, industrial, and retail properties including operations and financial activities. This position is responsible for abstracting leases and reviewing contracts. This position reports to the Managing Director.

Location: Indianapolis, Indiana

The Perks!

- Medical benefits within 30-60 days
- 401(k) with company match
- Generous vacation package - ask us about our Summer Fridays!
- Continuing Education and training programs (Internal and External)
- Internal professional growth opportunities
- Entrepreneurial, collaborative and flexible company culture

Primary Responsibilities

- Lease Administration
- Quality Control
- Customer Service
- Lease Enforcement
- Financial Reporting

Essential Functions and Responsibilities

- Oversees the collection of rent, payment of expenses, compliance with lease terms and preparation of all required legal notices.
- Prepares the planning, budgeting, and control of operating expenditures. Prepares annual budgets, forecasts, management plans, monthly performance reports, and variance reports. Understands and provides explanations of variances.
- Supports property manager of commercial development.
- Responds to tenant questions and complaints in a timely manner.
- Contacts tenants to collect overdue rent or to discuss other issues that require immediate attention.
- Establishes rapport with tenants so they always feel valued and appreciated.
- Reports any problems or issues to the property manager.
- Manages records and files of current tenants.

Please note that this list of essential functions is not exhaustive and may be supplemented as necessary.

Qualifications/Requirements

- High school diploma/GED required (Bachelor's degree preferred)



- Experience in property management
- Excellent communication and time management skills
- Well-developed customer service skills
- Proficient in Microsoft Office applications

To apply, send resumes to careers@bradleyco.com or visit our website for more information!

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required.