

Duke Realty, one of the largest commercial real estate companies in the United States with logistical properties in 20 major U.S. cities, has an opportunity for an Assistant Property Manager to join our team in our Indianapolis office. Candidates must be attracted to a fast paced environment where responsiveness and customer service are highly valued. A predisposition towards teamwork and personal responsibility will be critical to a candidate's success, and an aptitude to analyze operational and financial data. This position will be responsible for industrial properties in the Indianapolis area (approximately 4 million square feet of portfolio). The selected candidate will also be responsible for, but not be limited to, the following:

- The coordination and implementation of portfolio specific tenant outreach programs.
- Develop and maintain working relationships with tenants and decision makers.
- Actively support and implement the Complete Customer Satisfaction program.
- Assure operational compliance (i.e. vendor contract usage, insurance certificate collection, tenant contact review and verification etc.).
- 3<sup>RD</sup> Party maintenance oversight as it relates to Preventative Maintenance and Work orders for the respective portfolio.
- Coordinate and assure resolution to tenant issues.
- Conduct complete annual property inspection (tenant spaces, vacant spaces and building exterior) of each of the building in your portfolio
- Create and develop property level budgets for each property in respective portfolio
- Regularly review receivable reports and take action when necessary.
- Understand, report and take responsibility for quarterly expense variances in the respective portfolio.
- Work with Regional VP of Asset Management to coordinate and implement asset plans for each property in respective portfolio.
- Collaborate with Regional VP of Asset Management and Regional Operations Manager with the conception and implementation of building/systems overhauls, upgrades, replacements and capital projects.
- Collaborate with Regional VP of Asset Management and Regional Operations Manager to facilitate preparation of five-year capital plan.
- Performs other duties as assigned by Manager.

**Requirements:**

- 1- 3 years of experience in commercial property management. Experience in Industrial property preferred.
- Possess strong initiative and effective organizational skills.
- Ability to travel to properties in the Indianapolis area.
- Ability to establish and maintain rapport with business community and interact with various levels of professionals.
- Excellent written and verbal communication skills.

- Ability to interpret financial data. Previous experience managing and/or working with budgets desired.
- Bachelors Degree in Business, Real Estate, Finance, and/or Accounting required.

We offer a competitive salary with bonus opportunity as well as comprehensive benefits including medical, dental and vision coverage, 401(k) and a wellness program. Please apply on line at <http://www.dukerealty.com/careers> or forward your resume to [dukestaff@dukerealty.com](mailto:dukestaff@dukerealty.com) (please put Assistant Property Manager in subject box).

Duke Realty is an Equal Opportunity Employer of Minorities, Females, Protected Veterans and Individuals with Disabilities.

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