



STRATEGIC CAPITAL PARTNERS

JOB OPENING

October 1, 2019

SENIOR PROPERTY MANAGER - Indianapolis, Indiana

This position is responsible for the day-to-day management of our Parkwood Crossing property which includes nine Class "A" office buildings totaling 1.2 million square feet. The Senior Property Manager will work closely with his/her property management team as well as the investment partner and the Senior Vice President of Asset Management at the corporate office.

Requirements:

- Bachelor's degree in real estate or similar field required;
- Minimum five years of commercial property management experience with Class A suburban office parks including Owner's Associations;
- Experience managing a team of individuals required;
- Experience with individual asset and portfolio level budgeting and reporting;
- Experience with capital projects planning and execution;
- Experience with essential elements of commercial real estate valuation, leasing and finance;
- Strong financial analysis skills;
- Detail-oriented, accurate, and ability to meet deadlines;
- Excellent communication, team building and organizational skills;
- Knowledge of industry standard commercial real estate budgeting, reporting and accounting software required;
- Proficient in Microsoft Office Suite including advanced Excel skills.

Responsibilities:

- Coordination of and supervisory responsibility for all on-site management and operational activities of nine Class A office buildings at Parkwood Crossing;
- Preparation of and participation in the annual budgetary process and monthly review and control requirements;
- Preparation and analysis of annual operating expense reconciliation schedules;
- Participation in the monthly preparation and review of all standard accounting and financial reports;
- Coordination of all tenant-related activity, including lease administration, written and personal communication, enforcement of building rules, tenant complaints and requests;
- Supervision of all onsite personnel, whether SCP employees or third-party employees serving Parkwood Crossing;
- Coordination of and supervision of all third-party vendors and service providers;
- Preparation of and maintenance of all on-site building operations procedures, manuals, forms and reports;
- Participation in and coordination with all leasing-related activity, including move-ins/move-outs, new leases, expansions, renewals, relocations, or any other activity that affects the occupancy of Parkwood Crossing;
- Building and maintaining effective and professional working relationships with all ownership team members, including Rubenstein Partners and Strategic Capital Partners, LLC;
- All other duties and responsibilities appropriate for such a position.

Pay is commensurate with job responsibilities and the individual's experience level. Strategic Capital Partners offers a competitive pay structure, including bonus, and a comprehensive benefits package. To apply, please send resume to Dina Randall, VP – HR, IT, Office Mgt., Marketing at drandall@strategiccapitalpartners.com or 8900 Keystone Crossing, Suite 100, Indianapolis, IN 46240.

About Strategic Capital Partners, LLC

Strategic Capital Partners, LLC (SCP) is a commercial real estate developer who invests in, develops, owns and operates properties in top tier submarkets in Charlotte, Cincinnati, Indianapolis, Nashville, Northern Virginia and Raleigh/Durham. SCP is the general partner in more than \$800 million of office, industrial, multi-family and student housing properties which total nine million square feet. The SCP team includes real estate professionals with many years of industry experience in private equity, development, banking, property management and brokerage. For more information, please visit www.strategiccapitalpartners.com.