

Property Management Position

NAI Ohio Equities is a 47-year old commercial real estate and property management company located in downtown Columbus. We are currently in search of a Property Manager to manage a commercial office portfolio.

Daily Responsibilities:

- Supervision of building operations and building maintenance
- Design and implementation of a tenant relations program
- Creation of annual budgets
- Monitoring of accounting and financial control of the property.
- Coordinate performance of preventive maintenance plan and vendor contracts and/or activity.

Requirements:

- Intermediate to strong knowledge of MS Office – Word, Excel and Outlook
- Detail oriented with organizational skills
- Ability to multi-task
- Minimum 1-3 years experience in property management preferred

Medical, dental, vision, life, disability and 401(k) available.