



## **DIRECTOR OF PROPERTY MANAGEMENT**

HENRY S. MILLER REALTY MANAGEMENT

### **HENRY S. MILLER COMPANIES**

Henry S. Miller is one of the largest independent full service commercial real estate firms in Texas. Our corporate office is based in Dallas with Regional offices located in Houston, Austin, San Antonio and El Paso-New Mexico. Established in 1914 by Henry S. Miller Sr., it is one of the most respected companies in Texas with a reputation for service and integrity.

For 100 years the Henry S. Miller family of companies has provided a complete array of commercial real estate services for both sophisticated investors and those in need of brokerage, property management, financial, development and appraisal services. Our mission is to offer exemplary service to our clients through a team of highly skilled and motivated professionals.

Since 1914 our success has been measured by the quality and longevity of our client relationships. At Henry S. Miller, it is our belief that through our people, management philosophy and ownership mentality we consistently exceed our clients' and business partners' objectives and needs.

### **Responsibilities**

- Oversee management of diverse portfolio of managed commercial properties including retail, office and industrial properties, both Company and third party owned and controlled.
- Manage the property management group including senior property managers, property managers and assistants.
  - Assign staff to individual properties and duties
  - Confer with and advise staff regarding issues with properties, owners and tenants.
  - Hire and periodically evaluate staff. Make recommendations regarding staff pay increases, dismissals, promotions, etc.
  - Interface with the property management accounting group
  - Review property reports prior to distribution to clients
  - Oversee budgeting process for portfolio properties
  - Interface with brokerage group managers and property leasing agents
- Develop new property management clientele
  - Market services to build fee based, third party owned property portfolio
    - Develop new marketing material to promote property management services
    - Design and execute presentations for prospective clients
  - Market property management services in conjunction with retail, office and industrial leasing services by coordinating proposals
- Meet regularly with client representatives to discuss expectations and any issues
- Manage your own portfolio of properties
  - Contact owners monthly to review property issues, results, etc.
  - Review and approve monthly property financial reports prior to distribution to owner.
  - Prepare annual operating and capital budgets
  - Prepare annual CAM reconciliations
  - Perform regular inspection of portfolio properties
  - Effectively interface with tenants, lenders, government representatives and vendors
  - Coordinate effectively with client's leasing agents

### **Qualifications**

- Minimum of bachelor's degree
- Minimum of ten years commercial property management experience
- Prior experience supervising others in a commercial property management environment
- Detailed knowledge and experience in managing retail and office properties
- Certified Property Manager (CPM) or Real Property Administrator (RPA) designation
- Proficient in composing and presenting marketing proposals
- Texas Real Estate License

### **Compensation/Benefits**

- Salary commensurate with qualifications
- Full benefits including health insurance, life, LTD and 401K
- Incentive compensation tied to profitability of Property Management Group