

Property Manager entry level

A state-of-the-art asset management and property disposition company, Millennium Properties was founded in 1996 and has since completed more than \$4.3 billion in real estate sales. Millennium presently manages 2,500,000 square feet of properties throughout the Chicagoland area, including industrial, office, retail and multi-family dwellings. The firm also provides real estate brokerage, receiverships, live and sealed-bid auctions, acquisitions and consulting.

Millennium Properties has an opening for an entry level Property Manager who will be responsible for the following:

- Overseeing the management of a portfolio of OREO commercial and residential properties.
- Planning and coordinating the transition of property management services.
- Preparing of monthly budgets.
- Writing monthly management reports for judiciary and client review.
- Evaluating property performance through a customized progress report system and communicating results to the proper authority.
- Collaborate with management team, owners, and loan officers to stabilize the asset value and facilitate the sale of the property.
- Monitor the properties' performance, ensuring that the properties' financial goals are met.
- Tracking monthly statements and overseeing A/R and A/P department.
- Collaborate with management team, owners, and loan officers to stabilize the asset value and facilitate the sale of the property.
- Monitor the properties' performance, ensuring that the properties' financial goals are met.



REQUIREMENTS

- > 1 year experience in real estate with a college degree.
- Excellent communication skills – verbal and written.
- Knowledge of general accounting practices, with the willingness to complete training on our accounting software.
- Be highly self-motivated, assertive, detail-oriented, organized and eager to learn.
- Experience with supervising employees, vendors, and contractors.
- Must have a valid driver's license and car.

Submit cover letter and resume to Amanda Weldzius via email or fax to aweldzius@mpirealestate.com or 312.264.0540.

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