

Location / Department: Property Management and Leasing

Reports to: Regional Manager

SUMMARY

Lillibridge Healthcare Services, Inc. is seeking a General Manager to oversee a portfolio in St. Louis, MO consisting of 10 medical office buildings of approximately 465,000 square feet, located throughout the St. Louis metropolitan area. The General Manager is responsible for the day-to-day management and leasing efforts relating to a portfolio of on-campus and off-campus medical office buildings. As such, this position is responsible for implementing financial, operational and leasing initiatives in accordance with policies and budgets. This position, which reports to a Regional Manager, is considered our “point person” in their respective market and is therefore responsible for understanding the overall market / sub-market conditions and how they affect our portfolio.

REQUIREMENTS

- Seven to ten years of hands-on day-to-day medical and/or commercial office property management experience (medical office building experience preferred)
- Bachelor’s Degree preferred
- CPM, RPA or CCIM designation preferred
- Real estate salesperson’s license required, broker’s preferred
- Demonstrated lease negotiation experience and knowledge of lease documents
- Excellent analytical and organizational skills
- Above average technical proficiency - proficient in Microsoft Excel, Microsoft Word, PowerPoint and property management/accounting software programs
- Excellent people and time management skills
- Excellent communication skills, both verbal and written
- Strong customer service skills

RESPONSIBILITIES

- Oversee financial, operational and leasing aspects of all buildings assigned
- Experienced in negotiating vendor contracts
- Knowledge of Energy Star, LEED and other energy-saving initiatives desirable
- New and renewal lease negotiation and analysis
- Versed in various marketing strategies, and implementation thereof
- Conduct necessary property and/or market tours, as required
- Management / supervision / training of management, administrative, maintenance and leasing staff
- Oversee the preparation of, and review the monthly financial reporting package, including the Lillibridge monthly e-newsletter
- Oversee and review annual budgeting; quarterly reforecasting and capital planning
- Construction Management, including oversight of tenant and building improvements. Knowledge of local building codes desirable.
- Professional interaction with tenant and hospital clients
- Professional interaction with Lillibridge senior management
- Conduct monthly meetings with hospital client
- Participate in hospital fundraising and charitable events
- Other duties and special projects as assigned



Principals Only
Lillibridge is an equal opportunity employer
No paid relocation
Visit us at www.lillibridge.com

Send resume with salary history to managementjobs@lillibridge.com

NO PHONE CALLS PLEASE