



# JOB DESCRIPTION

Title: **OFFICE & PROPERTY MANAGER**

## **Office Duties**

- Execute vendor negotiations for services to stores/tenants
- Maintain vendor contract/communication files
- Reconcile all bank accounts and ledger deposits
- Pay monthly sales tax
- Manage monthly office schedule
- Prepare final inventory data

## **Manage Office Support**

- Delegate appropriate duties
- Provide feedback/check-ins & conduct performance evaluations
- Analyze systems, identify process efficiencies, provide leadership
- Work with staff to develop and maintain procedure manuals

## **Property Management**

- Manage tenant relations
- Maintain leases & contracts
- Pay bills & collect rent payments

## **Store Support**

- Store communication, policies/procedures
- Manage signage, store equipment, oversee supplies
- Troubleshoot technology issues
- Perform store site visits and provide feedback

## **Assistant to Owners**

- Research and manage special projects as assigned by owners
- Respond to external requests for information and field cold calls (ie: franchise/solicitations/advertising, etc)

## **Misc.**

- Demonstrate leadership by advocating for areas of responsibilities, clearly communicating needs/goals, applying knowledge to positive problem solving
- Follow all company policies and safety/COVID prevention protocols
- Assist in special projects, maintenance, clean-up and reorganization as needed
- React quickly to fast-paced, ever-changing retail environment
- Additional schedule availability required during retail holiday seasons
- Full understanding of the critical work times for position

**Requirements:** Ability to sit for an extended period of time, perform light lifting, and do various repetitive tasks such as filing and typing. Must be able to read on a computer screen for a large part of each shift.