



Position: Property Facilities/Asset Manager

About Sky Management Services:

Sky Management Services, LLC with offices in Philadelphia and New York City, is a rapidly growing, privately funded and managed real estate company which owns and operates a large, diversified portfolio of properties in the United States. We are seeking a Facilities/Asset Management Manager Associate to work from our New York office.

As a Facilities/Asset Manager, you will participate in the day-to-day operations of the Asset Management/Facilities Management team, assist team members with tasks related to construction, renovation, tenant improvements, leasing and other related projects. Assist in solving property management and operational issues related to our real estate portfolio. This is a mid-level role intended to grow into a more senior role over time. To learn more about our company please visit our website at www.skyrem.com.

About the Role:

- ✓ Manage daily operation of properties which includes overseeing the property managers in the preparation of budgets, resolving property management matters, and participating in periodic operations and leasing calls
- ✓ Gain added familiarity with typical construction tasks, including construction services procurement, contract award and buy-out, and the creation of RFI's, AIA industry-standard documents, and contract documents
- ✓ Understand the contributions and responsibilities of the Development and Investment teams throughout the life of a project
- ✓ Interface with architects, engineers and contractors for capital improvement projects.
- ✓ Interact with Design and Construction teams to build an in-depth understanding of real-world construction methods and challenges
- ✓ Coordinate and inspect field work across a variety of new projects with the goal of ensuring they meet established schedule, budgetary, and quality agreements
- ✓ Participate in construction meetings, track change order requests and problem issues, and prepare and distribute project status reports
- ✓ Learn our philosophy, principles, and policies that guide the conduct of our projects, including use of alternative energy sources
- ✓ Research and recommend cost-saving initiatives
- ✓ Contribute feedback aimed at improving the operational success of the projects, including improved safety, cost control, environmental effectiveness and long term value
- ✓ Interact with Property Managers regarding facilities management and operational issues
- ✓ Participate in tenant lease negotiations
- ✓ Coordinate project completion of solar assets with Sky Power (our solar affiliate)

Your Building Blocks of Success

- Must have a minimum of 3 to 5 years of experience in Facilities Asset Management/Construction and project management.
- Experience working with industrial, office and flex properties including the oversight of Tenant and Capital Improvements.
- Experience working with third party property managers.
- Strong communication, planning, organizational, analytical, and problem-solving skills
- Exceptional attention to detail; ability to prioritize multiple assignments under tight deadlines
- High proficiency with Microsoft Excel and Word.

For consideration please submit resume and cover letter to jobs@skyrem.com.