

COMMERCIAL PROPERTY MANAGER

Full-Time

Employer: Ingraham Building LLC

Portfolio: Ingraham Building (Downtown Miami) & 333 Professional Building (Miami Beach)

Location: Miami / Miami Beach, FL (On-Site split between properties)

Employment Type: Full-Time

Compensation: Competitive Base Salary + Benefits Package

We are seeking an experienced, proactive **Commercial Property Manager** to oversee day-to-day operations, tenant relations, financial performance, and capital maintenance across both locations.

Position Summary

As Property Manager, you will serve as the primary operational leader for ~245,000 SF of mixed office, retail, and medical space. You will divide your time on-site between Downtown Miami and Miami Beach, leading tenant retention strategies, vendor oversight, financial reconciliations, and capital expenditure projects.

Key Responsibilities

Property Operations & Maintenance

- Oversee day-to-day operations, preventative maintenance, physical plant upkeep, and building systems for both properties.
- Manage vendor bidding, contract negotiation, and service performance for vendors including HVAC, janitorial, elevator maintenance, and security.
- Maintain historic compliance standards for the Ingraham Building while managing specialized medical tenant needs at 333 Professional.
- Perform routine site inspections to ensure clean, safe, and professional environments at both locations.

Financial Management & Administration

- Prepare annual operational budgets, quarterly re-forecasts, and monthly owner reporting packages.
- Manage annual Common Area Maintenance (CAM) budget planning and reconciliations.
- Oversee tenant rent collections, lease administration, accounts payable/receivable, and default management.

Tenant & Community Relations

- Build strong relationships with office, retail, and healthcare tenants to drive long-term lease renewals.
- Serve as the primary point of contact for tenant service requests, complaints, and emergency calls.
- Coordinate seamless move-ins, move-outs, and tenant build-out projects with general contractors.

Risk Management & Compliance

- Ensure full compliance with local municipal codes (City of Miami & City of Miami Beach), life-safety regulations, and fire codes.
- Oversee certificate of insurance (COI) tracking for all vendors and tenants.

Qualifications & Requirements

- **Experience:** Minimum 5 years of direct commercial real estate property management experience handling multi-tenant office, retail, or medical assets.
- **Education:** Bachelor's Degree in Real Estate, Business Administration, Finance, or related field preferred.
- **Licensure / Certifications:** CPM (Certified Property Manager via IREM) or RPA (Real Property Administrator via BOMA) designation is highly desirable.
- **Technical Skills:** Proficiency in commercial property management software (Yardi, MRI, AppFolio, or Building Engines). Solid understanding of CAM calculations, lease abstractions, and financial reporting.
- **Local Knowledge:** Deep understanding of the South Florida CRE market, local vendor networks, and municipal requirements in Miami-Dade County.
- **Mobility:** Ability to split work hours seamlessly between Downtown Miami (25 SE 2nd Ave) and Miami Beach (333 Arthur Godfrey Rd).

Benefits & Perks

- Competitive base salary commensurate with experience
- Annual performance bonus tied to operational efficiency and tenant retention
- Health, dental, and vision insurance
- Paid time off (PTO) and company holidays

To Apply

Please email **bret@ingrahambuilding.com** directly.