



Capstone Advisors is looking for an experienced real estate professional who is ready to grow and contribute within an entrepreneurial environment. As we start our third decade in business, we are seeking an Assistant Property Manager who will provide support in our effort to internalize property management for our growing portfolio of multi-tenant retail, office and industrial properties. We are an innovative company - have been since day one - so you'll have the opportunity to work on a variety of interesting projects.

We are looking for a person who can work with a wide variety of stakeholders with the goal of delivering best-in-class property management services to Capstone's current and future tenants. Specific goals would include:

- Assist with the management of a 400,000-sf portfolio of Southern California properties in San Diego County & the Coachella Valley comprised of shopping centers and office buildings
- Manage collections of rent, sales, and insurance
- Assist with the creation and input of annual property budgets
- Utilize Yardi for lease administration, property-level financial reports, budgets, and daily operations
- Communicate regularly with tenants and assist team members as needed with various property tasks

Successful team members will have the ability to manage several tasks and obtain results in a skilled and professional manner. Prior experience in a support role managing properties for multi-tenant commercial real estate and sophisticated owners is required. Strong Yardi experience is a must. We are looking for candidates that are independent workers that are also able to take direction and contribute to a team, that can build rapport with tenants while maintaining ownership objectives, and that have good organizational skills. What else are we looking for?

- 3+ years of commercial property management experience
- Bachelor's Degree in Business Administration (or related discipline) preferred
- Advanced knowledge and experience with Yardi and Excel required
- Excellent oral & written skills

Our culture is important to us. It's taken more than 20 years to develop and it suits us well. It would suit you too if these things are important to you:

- Entrepreneurial environment
- Fast paced, collaborative team members
- Flat decision-making structure with no bureaucracy
- Senior management that has been at the firm a long time and has a lot to teach others
- Excellent industry reputation

If this sounds like the place for you, please email us so we can get together to discuss this opportunity. Send a cover letter and resume to: contactus@capstoneadvisors.com. We look forward to hearing from you!