



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 Operations Manager who will support 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:

- Manage the physical operations 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 the activities performed by contractors and vendors, ensuring timely project performance
- Competitively bid site services and maintain cost controls within allotted budgets
- Assist with the creation of annual property budgets
- Oversee tenant construction, suite preparation and improvements, and capital improvement activities

Successful team members will have the ability to competitively bid contracts, read construction plans, manage and execute projects, and deliver results on time. Prior experience managing, bidding, and overseeing the construction of TI and capital improvement projects in multi-tenant commercial real estate environments is required. Experience in shopping center operations and management is preferred. We are looking for candidates that are comfortable being on-site and out of the office meeting with vendors and tenants, that can build rapport with tenants while maintaining ownership objectives, and that can add value to the bottom line with efficient expense control while maintaining operation and construction standards. What else are we looking for?

- 5+ years of commercial property management and/or construction and project management experience with increasing levels of responsibility
- Bachelor's Degree or relevant equivalent experience
- 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!