



Capstone Advisors is looking for an experienced real estate professional who is ready to grow and contribute within an entrepreneurial environment. As we continue our third decade in business, we are seeking an Assistant Property Manager who will provide support for our internal Southern California property management department 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 an approximately 400,000-sf, 150 tenant portfolio of Southern California properties comprised of shopping centers and office buildings
- Manage the oversight of property work orders, vendor operations and tenant maintenance requests
- Assist with the creation and input of annual property budgets
- Utilize Yardi for lease administration, property-level financial reports, rent collection and budgets
- 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. Accounting software experience is a must, strong Yardi experience is preferred. 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
- Experience with Yardi and Excel required
- Excellent oral & written skills
- Ability to travel within Southern California, including San Diego County and Coachella Valley

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!