



1211 W. Myrtle St, Suite 200
Boise, ID 83702
(208) 345-9000

Job Description

Position: Real Estate Manager

Education: Bachelor's degree preferred; equivalent relevant experience considered

Experience: 5 years of commercial property management experience preferred

Who We're Seeking

Ranked as IBR's *Best Commercial Real Estate Company* and *Best Property Management Services Company*, we are the leader in providing commercial real estate services in the Treasure Valley. We are currently seeking an experienced, qualified commercial Real Estate Manager to join our Asset Services team.

The Real Estate Manager is responsible for the professional management and operation of an assigned commercial property portfolio, including property operations, financial performance, tenant and lease administration, vendor and maintenance oversight, budgeting, reporting, risk management, and execution of client objectives.

The Real Estate Manager serves as the primary day-to-day contact for assigned clients and tenants and collaborates across Colliers Idaho to deliver responsive, accurate, and professional property management services.

Key Responsibilities

Client & Portfolio Management

- Serve as the primary management contact for assigned clients, understand their objectives, and provide timely communication regarding property performance, tenant matters, capital needs, risks, and recommend actions.
- Manage client, tenant, vendor, and internal relationships professionally and effectively.
- Identify opportunities to improve property performance, operating efficiency, tenant satisfaction, and asset value.

Financial Management

- Prepare annual operating and capital budgets and periodic forecasts in coordination with clients and accounting.
- Review monthly financial performance, investigate variances, and provide explanations and recommendations.

- Monitor operating and capital expenditures, approve invoices within delegated authority, and maintain compliance with approved budgets.
- Prepare or review annual operating expenses and CAM reconciliations for accuracy and compliance with lease requirements.
- Monitor accounts receivable and coordinate rent collection and delinquency follow-up in accordance with leases, client direction, and company procedures.
- Develop and maintain capital repair and replacement plans and provide recommendations regarding current and future capital requirements.

Property Operations & Maintenance

- Conduct regular property inspections and document conditions, deficiencies, required repairs, and follow-up actions.
- Establish and monitor preventive maintenance programs, service standards, repair parameters, and operating procedures.
- Direct, coordinate, motivate, and evaluate on-site building staff and service providers, where applicable.
- Manage vendor and contractor relationships, including procurement, RFP processes, contract administration, service quality, insurance compliance, and performance monitoring.
- Coordinate repairs, maintenance, tenant improvements and capital projects with clients, tenants, contractors and internal stakeholders.
- Work with brokerage and leasing teams to minimize vacancies and ensure vacant spaces are appropriately maintained and prepared for marketing and showings.

Tenant & Lease Administration

- Maintain professional tenant relationships and ensure service requests are addressed timely, completely and accurately.
- Review and administer leases and monitor critical landlord and tenant obligations, including operating expense provisions, insurance requirements, notices, options, maintenance responsibilities, and other material lease requirements.
- Coordinate lease commencement, move-in, move-out, tenant improvement, and related operational requirements with tenants and internal teams.
- Prepare clear, professional tenant correspondence and maintain appropriate documentation of significant tenant matters.

Risk, Safety & Compliance

- Identify, address, and appropriately escalate environmental, health, safety, security, and life-safety issues affecting managed properties.
- Support and maintain property-specific emergency preparedness and response procedures,
- including emergency contacts, evacuation and life-safety information, incident response, and appropriate documentation.
- Coordinate with emergency responders, contractors, insurers, clients, and other parties following significant property incidents.
- Ensure incidents, claims, property damage, and material compliance or risk issues are appropriately addressed, documented, and reported.

Reporting, Systems & Team Collaboration

- Prepare accurate and timely owner reports, property updates, and other management reports.
- Maintain accurate property, tenant, lease, vendor, and financial information in Yardi and other company systems.
- Maintain organized property records and required documentation.
- Collaborate with accounting, brokerage, administration, marketing, maintenance, and other business lines to deliver coordinated client service.
- Protect confidential and proprietary client, tenant, and company information.

Qualifications & Requirements

- Bachelor's degree preferred; equivalent relevant experience considered.
- Five or more years of commercial property management experience preferred.
- Demonstrated knowledge of commercial property operations, lease administration, budgeting, financial reporting, CAM/operating expense reconciliations, and vendor management.
- Broad understanding of financial terms, accounting principles, and commercial real estate concepts.
- Strong written and verbal communication, customer service, and relationship-management skills.
- Self-motivated and accountable, with the ability to work independently, manage multiple priorities, meet deadlines, and exercise sound judgment.
- Proficiency with Microsoft Office and property management systems; Yardi experience and professional designations such as CPM or RPA are preferred.

To apply, please send your résumé to teri.wisness@colliers.com, with the subject line "Real Estate Manager".

About Colliers

Colliers Idaho is a locally-owned affiliate of Colliers International, an industry-leading global commercial real estate company with more than 24,000 skilled professionals operating in 72 countries. Client relationships are built on experience, speed to market, and enduring trust. At Colliers, our growth strategy keeps us focused on doing the right things for our clients, our people, our community, and our shareholders every day. If you are looking for a work environment that values and promotes camaraderie, collaboration, and community giving, this could be the position for you!

Colliers Idaho is committed to advancing diversity and inclusion in the workplace to foster an environment that supports equality for our present and future diverse professionals. Diversity and inclusion strengthen our business by enriching our culture, helping us deepen relationships among our people, and accelerating success for our clients. We pride ourselves on attracting, developing, and retaining top, diverse talent in Idaho. As part of that, we are on a progressive journey to foster an environment in which everyone at

Colliers, regardless of background, gender, ethnicity, age, religion, sexual orientation, or experiences, feels respected and comfortable bringing their authentic selves to do their best work.