



# Director of Property Management

## Regular, Full-Time Position

### JOB SUMMARY

This position is responsible for the planning and operation of commercial properties, residential properties, and other property assets managed by Hawaii Reserves, Inc.

### PRIMARY RESPONSIBILITIES

- Coordinate the marketing of all commercial, residential, and other revenue producing properties including advertising, selection of prospective tenants, development and negotiation of leases, space planning and design, etc.
- Effectively communicate with all property management clients to determine needs, respond to lease related issues, resolve tenant problems, mediate disputes, etc.
- Oversee the maintenance of assigned properties using both in-house resources and outside contractors.
- Directly supervise property maintenance and property management office staff.
- Oversee the budget and financial processes for properties, including development of departmental budgets, maintenance of financial records, and other statistical data.
- Oversee tenant improvement design plans and contracts including supervision of outside contractors, construction of improvements, etc.
- Oversees all real estate related activities including the lease and sale of company and client properties.

### JOB REQUIREMENTS

- Bachelor's degree, preferably in business management or a related field, or equivalent experience. MBA preferred.
- 3 – 5 years experience managing commercial and residential properties and leases.
- Working knowledge of Hawaii Revised Statutes (H.R.S.) chapter 521, landlord/tenant code.
- Hawaii Real Estate Broker's License preferred.
- Knowledge of Laie and Hawaii Real Estate preferred.
- Valid Hawaii State driver's license, or equivalent.

### COMPENSATION & BENEFITS

Annual Salary Starting at \$102,600

Full Benefits Package:

- Medical/Dental/Vision Insurance
- 401K matching
- Paid time off (holidays, vacation, sick)
- Retirement plan
- Flexible Spending Account
- Employee Assistance Program
- Life Insurance

### APPLICATION DATES

Opens March 11, 2022; closes April 30, 2022

Application available at: <http://www.hawaiireserves.com/pdf/Application.pdf>  
Applications submitted via email ([contact\\_us@hawaiireserves.com](mailto:contact_us@hawaiireserves.com)) must be signed and the original delivered to the HRI office before or upon interview