

THE METROHEALTH SYSTEM

Job Description

Job Title: Property Manager
Reports To: Executive Director - Community Transformation & Real Estate Holdings
Job Code: 490720
Department: Economic and Community Transformation
Location: MetroHealth Medical Center
Scope: The MetroHealth System

Created: 05/25/22
Reviewed:
Revised:
Job Status: Non-Bargaining
Job Grade: 32
FLSA Status: Exempt

Job Summary:

Responsible for property management and operational support for the MetroHealth System's (the System) portfolio of real estate locations. Serves as internal point of contact for real estate needs for MetroHealth and ensures compliance with lease terms. Upholds the mission, vision, values, and customer service standards of The MetroHealth System.

Responsibilities:

1. Contributes to patient safety by supporting the System-wide programs and policies addressing a safe environment for patients and the reporting of safety concerns to the appropriate individuals.
2. Provides day-to-day administrative and functional management of all real estate activities and transactions.
3. Monitors, tracks, and reports compliance with lease terms and lease payments.
4. Manages property related billing, payment, and invoicing.
5. Serves as System real estate contact to property landlords and coordinates with them to ensure all leased property is properly operated and maintained.
6. Maintains property and lease records and ensures records are entered into databases in an accurate and timely manner.
7. Processes documentation for business, regulatory, and insurance requirements.
8. Coordinates with internal and external stakeholders as needed to facilitate document signature, execution, and distribution.
9. Ensures timely and accurate completion of various daily, weekly, and monthly reports and spreadsheets.
10. Represents the System at meetings with outside agencies including the County, City, RTA, ODoT, and other agencies regarding real estate issues of interest to the System.
11. Stays abreast of the latest developments, trends, and advancements in Property Management by attending conferences, seminars/workshops, reading professional journals, and actively participating in professional organizations. Integrates knowledge gained into current work practices.
12. Displays sensitivity to and understanding of various cultural, ethnic, racial, and socioeconomic backgrounds.
13. Performs other functionally related duties as assigned.

Qualifications:**Required:**

Bachelor's degree in associated field or any equivalent combination of education, training, and experience in addition to the experience stated below.

Three years of experience and demonstrated skill in management of real estate.

Experience and demonstrated skill managing commercial property leases.

Excellent administration, organizational, and communication skills.

Excellent financial acumen and attention to detail.

Excellent oral, written, and presentation skills.

Excellent interpersonal skills.

Technical proficiency.

Ability to respond with a sense of urgency.

Ability to interact effectively with a wide range of cultural, ethnic, racial, and socioeconomic backgrounds.

Preferred:

Experience in management of hospital and healthcare-related real estate.

Physical Demands:

May need to move around intermittently during the day, including sitting, standing, stooping, bending, and ambulating.

May need to remain still for extended periods, including sitting and standing.

Ability to communicate in face-to-face, phone, email, and other communications.

Ability to read job related documents.

Ability to use computer.