



SWIFT REAL ESTATE PARTNERS IS SEEKING A PROPERTY MANAGER

San Francisco, CA

Swift Real Estate Partners is excited to announce that we are seeking a seasoned Property Manager to oversee two key office assets in our San Francisco portfolio. This is an ideal role for an experienced professional to demonstrate their operational expertise and leadership skills within a dynamic, growing market.

Are You the Property Management Expert We're Looking For?

- Passionate about Property Management? Are your tenants singing your praises as "the best property manager ever"?
- Experienced Professional? Do you have 5 to 7 years of experience managing Class A office buildings with a passion for leading and mentoring others?
- Collaboration Enthusiast? Are you known for your outstanding communication skills, can-do attitude, and ability to meet every challenge with enthusiasm?
- Operations Guru? Are you a master at building operations, lease administration, construction management, and financial reporting?
- Team Player? Would you thrive in a company that values growth, collaboration, and employee satisfaction?

If you answered "YES!" and are ready to dive into an exciting opportunity with an amazing company, then we are looking for you!

Position Overview:

In this property manager role, you will partner with our team to provide premier real estate services and client care. You will thrive in an encouraging, collaborative environment that recognizes and rewards your expertise.

Your Key Responsibilities:

- **Daily Operations:** Manage lease administration, maintenance, repair, janitorial, security, engineering, and life-safety services.
- **Financial Management:** Prepare monthly management and financial reports, including accruals, budgets, and year-end reconciliations.
- **Vendor Management:** Solicit and negotiate vendor bids, award contracts, and oversee compliance with vendor agreements.
- **Construction Oversight:** Coordinate and manage construction projects, ensuring compliance with building standards and local codes.
- **Lease and Legal Support:** Support leasing efforts, monitor lease documents, and oversee legal activities, including litigation.
- **Team Leadership:** Hire, train, mentor and manage building personnel, including conducting performance evaluations.
- **Safety and Compliance:** Develop and implement a comprehensive building safety program and ensure tenant and vendor compliance with insurance requirements.

The Ideal Candidate Profile:

- **Technical Skills:** Proficient in Microsoft Excel, Word, Outlook, and PowerPoint. Experience with Kardin and Yardi accounting software.
- **Communication:** Excellent oral and written communication skills.

- Customer Service: Strong commitment to customer service, with the ability to stay organized, meet deadlines, and manage multiple tasks effectively.
- Education: Undergraduate degree required.
- Experience: 5–7 years of experience in Class A office property management, including at least 2 years' experience supervising direct reports.
- Certifications: RPA/CPA and Licensed Real Estate Salesperson preferred. Participation in a local BOMA chapter is encouraged.

About Swift Real Estate Partners:

Founded in 2010, Swift is a vertically integrated real estate operating company focused on value-add office and industrial properties on the West Coast. With 7 million SF of assets across California and the Pacific Northwest, Swift has a proven track record of delivering superior returns.

Why Swift?

At Swift Real Estate Partners, we offer a comprehensive benefits package, including full coverage of employee healthcare premiums, competitive salaries, bonus opportunity, and an excellent 401(k) plan with dollar-for-dollar matching up to 4%. We also offer 13 holidays per year, including a Floating Holiday and a Community Service Day.

If you're ready to take the next step in your career with a thriving company, we look forward to receiving your resume at recruiter@swiftrp.com along with your salary expectations.

Please also check out some of Swift's other exciting initiatives!

- Swift App – Tenant Engagement Platform [App Store](#)
- Swift Management Services <https://swiftrp.com/sms/>
- Sustainability / Swift Honey Project <https://swiftrp.com/esg/>

Swift.Real.Estate.Partners.is.an.Equal.Opportunity.Employer.(EOE);.We.welcome.applicants.from.all.backgrounds.(M-F-D-V);.No.phone.calls.from.recruiters?please;