

Overview

Dalan is a vertically-integrated real estate investment and management firm leveraging its expertise and wide range of capabilities to identify opportunities, unlock value, and create growth. Dalan runs a growing residential and commercial portfolio of over \$2 billion in assets with partners including KKR, Bain Capital and RWN. For more information regarding Dalan Management, please visit Dalanmanagement.com.

Position: Assistant Property Manager

Dalan Real Estate. ("Dalan") is excited to hire an Assistant Property Manager who is responsible for overseeing operations for a portfolio of buildings in Brooklyn and Manhattan. The ideal candidate cares about their work product, helps others, over-communicates, and is well organized. The position will directly report to their respective Property Manager. This position will be in Dalan's New York Office and will require some travel to the various buildings (all located in Manhattan and Brooklyn).

Responsibilities

- Assist in overseeing operations including maintenance, capital improvements, and collections.
- Participate in budgeting, forecasting, reporting, renewals, service contracts, and overseeing maintenance staff.
- Provide excellent customer service and communication to all residents to enhance customer satisfaction.
- Develop, mentor, lead, and assist in managing a high-performing, cohesive building staff to maximize asset value.
- Conduct weekly building inspections of common areas, roofs, and base building mechanical rooms to ensure buildings are maintained at the highest level.
- Ensure buildings are fully compliant with DOB, FDNY, HPD, etc.
- Closely monitor and pursue rent collections throughout each month and recommending legal action to ownership for residents in arrears.
- Manage resident move-ins and move-outs.
- Work across teams (leasing, accounting, capital) to help where needed.

Qualifications

- Minimum 1-2 years of previous real estate management experience, preferably in New York City
- Customer service driven
- Strong knowledge of building mechanics and repairs
- Innovative, with a desire for continual improvement and passion to be best in class
- Ability to multitask and be well-organized in a fast-paced environment
- Excellent work-ethic and supervisory skills
- Strong written and verbal communications

Dalan is an Equal Employment Opportunity Employer.