

## **Asset Manager**

BKM Capital Partners is a growing firm and we are looking for driven, entrepreneurial professionals that want to grow with us and are passionate about their work. Located in our Newport Beach, California office, the Asset Manager is critical to both the immediate execution of the firm's near-term business plan and the long-term creation of enterprise value in the organization.

The position has the overall responsibility for the asset management of a portfolio of multi-tenant industrial assets located throughout the Western United States, including the oversight of in-house & 3rd party property managers, leasing agents, construction managers, etc. Responsible for the review and analysis of assets being acquired by the firm, during the initial evaluation of the property and during the due diligence of the asset to ensure that each asset can be managed to the level as set forth in the acquisition and long term budget.

### **The Job Essentials:**

- Overseeing a team (leasing, property & construction management) and assisting in the review and preparation of annual Asset Business Plans for each asset including developing leasing objectives, operating and financial budgets, and capital plans.
- Evaluating and resolving property operational issues within Budget and Portfolio goals and objectives.
- Developing and implementing both operational and leasing strategies, directing and communicate those strategies to in-house and/or third party property management and leasing firms.
- Monitoring and reporting on asset operational and financial performance on an ongoing basis.
- Managing the preparation of quarterly asset and portfolio reviews, performance re-forecasts, and asset valuations.
- Engage and direct in-house and third party vendors and resources including contractors, property managers and leasing firms.
- Review and assist with underwriting of new acquisitions including assisting in developing an asset strategy for each and completing an investment management on-boarding checklist and due diligence checklist.
- Perform site visits and develop strong understanding of the RE markets in which the assets are located. Track and update competitive set to include floor plans, occupancy levels and marketed deal terms for competitive projects.
- Prepare as part of the annual business plan, hold/sell analysis and recommend and execute asset dispositions, contract negotiations, DD coordination and closing oversight.
- Execute and oversee preparation, negotiate, review, and approve tenant lease documents and other asset related agreements.
- Lead and build a team to include property management staff and analysts in support of the Asset and Property Management functions.

### **The Qualifiers:**

- Bachelor's degree in real estate, finance, economics or other business discipline, advanced degree preferred.
- Minimum ten years of related real estate and asset management and analytical experience.
- Ability to respond to many emails and/or phone requests that may arrive during the day, during the evening, or over the weekend.
- Ability to collaboratively work in a dynamic team environment.
- Be conscientious about assignments and quality of work product.
- Assume accountability for specific performance.

- Exceptional written and verbal communication skills, including ability to articulate recommendations in concise and timely manner.
- Strong Argus experience. Must be able to create manipulate models for updates and sensitivity analysis / hold sell analysis.
- Advanced Excel capabilities (building and proofing financial models).
- Experience in Yardi accounting software.
- Excellent written and oral communication skills.
- Strong organizational and administrative skills with a keen attention to detail.
- Motivated and results-driven with strong work ethic.
- Ability to travel (approximately 10-15%) within the western region.

**The Perks:**

- Competitive Pay + Bonus Incentive
- Medical, Dental, Vision and Life Insurance
- Paid Time Off
- 401k Plan
- Professional Development Resources
- Fun Work Vibe

**Selection Process:** Please submit resume and cover letter with salary history to [info@bkmcapitalpartners.com](mailto:info@bkmcapitalpartners.com). Don't fret if you don't hear from us immediately. We are growing and always looking for talented, hardworking people like you.

**What We're All About**

Headquartered in Newport Beach, California, BKM Capital Partners is a fund manager specializing in the acquisition and improvement of value-add multi-tenant industrial properties in metro areas across the Western U.S. Combining a deep knowledge of this niche industrial product type with in-house capabilities including on-site property management, asset management, and structured financing, the firm continues to build on its proven track record, generating strong results with high levels of transparency and engagement for investors. We are an Equal Opportunity Employer.

Additional information is available at [www.bkmcapitalpartners.com](http://www.bkmcapitalpartners.com).