



Cornerstone Companies, Inc.  
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Indianapolis, IN 46260

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## Open Position: Assistant Property Manager

Cornerstone Companies, Inc. (Cornerstone) is a leading healthcare real estate firm, drawing on more than 35 years of experience. With an exclusive focus on the healthcare real estate industry, Cornerstone helps physicians, hospitals, and third-party owners across the nation *develop, build, lease, manage* and *optimize* their healthcare real estate while enhancing the patient and provider experience. To date, Cornerstone has successfully completed more than \$1 billion of medical office developments and currently manages more than 200 medical facilities, across 22 states, encompassing 10M SF.

We hold our fundamental beliefs and principles as core values that guide us and shape our culture. These are the three core values that we live by as we grow as a company:

**Caring:** Build personal relationships with our team and clients.

**Creative:** Develop solutions with lasting value.

**Character:** Manage our partnerships with the highest level of integrity.

**Summary:** Cornerstone is searching for an Assistant Property Manager to oversee medical office buildings. The Assistant Property Manager is responsible for the day-to-day management efforts relating to a portfolio of on-campus and off-campus medical office buildings. As such, this position is responsible for implementing financial and operational initiatives in accordance with policies and budgets.

Assist with collection efforts and coordinate default proceedings and compile AR notes for PM review

Prepare Lease Abstracts

Complete weekly, monthly, quarterly, or annual property inspections as directed by Property Manager

Complete tenant check ins/visits as directed by Property Manager

Assist with developing operating and capital budgets

Assist with CAM reconciliations



Assist with owner specific monthly financial reporting package

Assist with obtaining bids, negotiate, and manage conformity with vendor contracts in accordance with Cornerstone's contract requirements or client requirements

Update property rent rolls monthly for Property Manager review and approval

Assist with coordination of all tenant and building construction work to ensure timely and accurate completion of all construction work at property

Participate in internal department leasing meetings and ensure effective communication between leasing and property management team members in order to achieve goals and objectives

Plan, Schedule, and Organize Tenant Events

Provide and foster positive relationships with tenants, vendors, and internal departments

Special projects as assigned.

#### Key Competencies

Communication Proficiency (oral and written)

Problem Solving/Analysis

Leadership Skills

Teamwork Orientation

Time Management Skills

Customer/Client Focus (internal and external)

Financial Expertise

#### Requirements

Bachelor's Degree

3+ years of commercial real estate property management or related experience

Real estate license preferred

Knowledge of finance and building operations

Ability to analyze and prioritize

Knowledge of Microsoft

Please contact Stephanie Decker at [sdecker@cornerstonecompaniesinc.com](mailto:sdecker@cornerstonecompaniesinc.com)