



Cornerstone Companies, Inc.
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Indianapolis, IN 46260

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Open Position: 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 a Property Manager to oversee medical office buildings. The 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.

Job Duties:

Responsible for all lease administration duties

Monitor collections and coordinate default proceedings

Approve pre-postings for monthly tenant charges

Ensure compliance with Property Management Policies and Procedures, codes, regulations, and governmental agency directives

Develop comprehensive annual inspection process for properties; complete weekly, monthly, quarterly, annual property inspections as required for a specific asset, Cornerstone's best practices, and/or client requirements

Develop operating and capital budgets



Perform CAM reconciliations and ensure smooth recovery process

Prepare monthly accruals

Complete owner specific monthly financial reporting package

Review and approve property rent rolls monthly to ensure accuracy

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

Review facility payroll

Manage tenant move ins/move outs, walk suites

Maintain interface with third-party owners and accounting team to ensure total contract compliance, including preparation of accurate and timely reporting

Coordinate and oversee on behalf of client, all tenant and building construction work to ensure timely and accurate completion of all construction work at property

Participate in leasing and client team meetings and ensure effective communication between leasing and property management team members in order to achieve client's goals and objectives

Facilitate quarterly meetings with facility supervisors.

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

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

CPM or RPA designation or in process preferred

Possess real estate license

Strong knowledge of finance and building operations

Ability to analyze, prioritize and delegate

Ability to effectively manage a team of professionals, including both employees and vendors



Previous experience in analyzing and negotiating commercial lease and/or contract language

Knowledge of Microsoft

Please email cover letter & resume to: Amy Covey at 317-288-9019 or
acovey@cornerstonecompaniesinc.com