



**Cornerstone Companies, Inc.**  
8902 N Meridian Street, Suite 205  
Indianapolis, IN 46260

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## **Open Position: Property Manager (Michigan)**

**About Cornerstone:** Cornerstone Companies, Inc. (Cornerstone) is a leading healthcare real estate firm, drawing on more than 40 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 maximize their *investments* in healthcare real estate while providing a best-in-class patient and provider experience. To date, Cornerstone has successfully completed more than \$1.5B of medical office developments and currently manages more than 225 medical facilities, across 25 states, encompassing 11M+ 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.

**Job Summary:** Cornerstone Companies 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.

**Location:** Metro Detroit – Royal Oak, MI

### **Skills Needed:**

- Communication Proficiency (oral and written)
- Problem Solving/Analysis
- Leadership Skills
- Teamwork Orientation
- Time Management Skills
- Customer/Client Focus (internal and external)
- Financial Expertise

**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

**Education and Experience:**

- 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 contact Gretchen Mensch at [gmensch@cornerstonecompaniesinc.com](mailto:gmensch@cornerstonecompaniesinc.com)