



Our Mission:

*To create real estate environments
which improve the quality of life
in the communities we serve.*

**BAYER PROPERTIES, L.L.C.
POSITION SUMMARY**

TITLE: Commercial Assistant General Manager – The Pizitz
LOCATION: The Pizitz, Birmingham, AL
REPORTS TO: Bayer Regional Manager – Property Management

PROPERTY:

Pizitz Commercial - Food Hall, office (mezzanine level) and lower level commercial space (including storage).

POSITION / PURPOSE:

Individual will be responsible for overseeing the Commercial component of the Property and assisting the Building's General Manager with base building and parking deck components as requested. Involves profit/loss accountability and overall management of the Commercial component, including operations, accounting and public safety.

PRINCIPAL JOB ACTIVITIES:

- Ensure that both the physical plant and the Food Hall Tenants represent and reflect The Pizitz brand and desired consumer experience.
 - This could include, but is not limited to, interior and/or exterior cleanliness, repair and maintenance, development efforts (e.g. office construction noise; courtyard lighting), and property amenities.
 - This could include, but is not limited to, customer line formation, wait times, products (e.g. water), product pricing, and tenant operations (e.g. conflicting music; improper signage).
- Ensure that property operations are carried out efficiently and effectively.
 - Includes oversight and supervision of the Food Hall and Commercial building components working with the Building's General Manager and the Bayer Regional Manager. Direct point of contact with Food Hall and Commercial tenants.
 - Includes oversight and supervision of the all contract vendors (security, janitorial, etc) in the Food Hall and Commercial space. Assist Building's General Manager in supervising contract vendors in Building's common/shared areas such as courtyard, parking deck, hardscape, corridors, elevators and lobbies.
- Ensure the maintenance and improvement of the physical appearance, functional capability and security of the property through planning and implementation of housekeeping, landscaping, security and maintenance programs.
 - Improve operations while controlling costs by working with the General Manager and Bayer Regional Manager in negotiating contracts and supervising contract vendors.
 - Conduct daily inspections of the Property ensuring it is maintained to Bayer standards. Weekend, evening and holiday work will be expected.
 - Assist General Manager in overseeing the Property's preventive maintenance plan for all property systems and life-safety components (includes base building and Food Hall/Commercial-exclusive systems).



- Manage tenants/programs/initiatives that contribute to the Property's overall profitability.
 - Interpret and enforce lease covenants for all Food Hall/Commercial tenants; assure timely collection of rents, sales reports, insurance certificates and other lease required documents.
 - Programs include storage (Food Hall and Commercial), food hall prep kitchen, parking (garage & valet), utilities, trash, etc.
 - Direct the event venue revenue efforts via oversight of an event planning coordinator. The event planner is responsible for managing the physical operation of the event space (janitorial, security, valet, etc.), prospecting customers, fielding inquiries, and assisting as appropriate in execution. Bi-weekly update reports to be provided to Bayer Regional Manager and VP of Asset Management.
 - Cooperate with Bayer Commercial Leasing Manager as necessary to assist in the lease-up of vacant space.
 - Assist Bayer's Construction Manager/ Tenant Coordinator in monitoring all Commercial tenant construction for compliance with Property rules.
 - Work with Bayer Director of Marketing on marketing initiatives.
- Maintain effective communication.
 - Participate in weekly call with Asset Management and Property team members.
 - Responsible for assisting General Manager in producing timely and effective reporting and presentations to Asset Management.
 - Prepare Commercial section of monthly management reports and maintain appropriate documentation of critical items.
 - Participate in ownership calls, annual budget presentations and other ownership meetings.
- Assist in Implementation of annual and long term property plans consistent with ownership's strategic goals and objectives.
 - Assist General Manager in preparation and implementation of annual budget and business plan as well as forecasting long-term capital budget needs.
- Represent ownership to tenants, the community and the general public.
- Perform any other duties related to the property as assigned by General Manager, Bayer Regional Manager or VP of Asset Management.

REQUIREMENTS:

- College degree required
- Minimum 2 years commercial property management experience - retail preferred
- Experience in construction management and coordination of tenant build out
- Proficient in Microsoft Word, Excel, Outlook, and accounting software
- Excellent verbal and written communication skills
- Detail oriented with strong organizational skills and ability to multi-task
- Weekend and holiday work required
- 24/7 on call responsibility
- Proven superior interpersonal relationship/leadership skills
- Self-starter with strong analytical skills