



## **Commercial Property Manager**

Waypoint Real Estate, LLC – Fort Collins, CO

### **Who We Are**

Waypoint Real Estate delivers commercial brokerage, property management, and investment services throughout Northern Colorado and Southern Wyoming. Our mission goes beyond transactions—we aim to create meaningful impact—for our team, for our clients, and for our community.

Our property management team provides peace of mind to asset owners by keeping properties operating at their best, enhancing tenant satisfaction, solving problems before they escalate, and offering creative solutions, unique market intel, and full transparency.

### **Why This Role Matters**

As a Commercial Property Manager at Waypoint, you're not just overseeing buildings, you're protecting investments, building lasting relationships, and driving the success of each property you manage.

### **What Makes This Role (and Waypoint) Different**

At Waypoint, our mission is simple yet powerful: to create meaningful impact, for our team, for our clients, and for our community. That mission drives every decision we make and every relationship we build.

Our Property Managers aren't just administrators behind a desk, they are hands-on stewards of the properties and people they serve. While many commercial management companies divide responsibilities across multiple specialists, our PMs take ownership of the entire picture: tenant relations, lease administration, budgeting, maintenance coordination, capital projects, and everything in between.

This approach means you'll have direct relationships with owners and tenants, the ability to spot opportunities and challenges firsthand, and the satisfaction of seeing the tangible results of your work. If you thrive on variety, accountability, and making a measurable difference, you'll feel right at home here.

### **Who We're Looking For**

We're seeking an experienced, proactive, and people-focused Commercial Property Manager who:

- Thrives in a fast-paced environment and can balance multiple priorities with precision.
- Is both detail-driven and big-picture minded—able to anticipate needs, spot opportunities, and take initiative.
- Communicates clearly and confidently with owners, tenants, vendors, and team members.
- Builds trust through integrity, accountability, and follow-through.
- Brings positive energy and a team-first mindset.

### **What You'll Do**



You'll manage a portfolio of third-party commercial properties and associations, ensuring operational excellence, financial performance, and strong tenant and owner relationships. You will work closely with accounting, maintenance, brokerage, and vendors to meet and exceed property goals.

## **Key Responsibilities & Performance Expectations**

### **Tenant & Client Relations**

- Build strong tenant relationships, addressing inquiries within agreed response times and ensuring service requests are resolved promptly.
- Conduct thorough move-in/move-out inspections and manage tenant communications proactively to prevent issues.
- Maintain regular owner touchpoints (minimum quarterly check-ins) and provide transparent updates on property status.

### **Lease Administration**

- Interpret and communicate lease terms to owners and tenants, ensuring compliance.
- Oversee rent collection, manage delinquencies, and ensure security deposits and certificates of insurance are on file and current.
- Issue rent change notices accurately and on schedule.

### **Facilities Management**

- Perform regular property inspections, identify risks or needed repairs, and initiate corrective action before they escalate.
- Manage vendor contracts and performance for services such as snow removal, landscaping, janitorial, HVAC, and life safety systems.
- Ensure all utilities, insurance coverages, and key systems are current and accurate.

### **Financial & Operational Management**

- Develop and manage annual property budgets, maintaining budget variance within set thresholds.
- Oversee capital projects and major repairs, ensuring they are on time, on budget, and meet quality standards.
- Provide timely and accurate monthly/quarterly owner reports, including financial performance and operational updates.

### **Association Management**

- Manage the daily operations and administration of assigned associations in accordance with agreements, policies, and bylaws.

### **Collaboration & Strategic Contribution**

- Partner with internal teams to share property insights that support cross-selling opportunities and overall company growth.
- Support company-wide initiatives tied to “Level Up” efficiency and improved customer experience.

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## **What You'll Bring**

- 3–5 years of commercial property management experience.
- Proven ability to meet operational, financial, and customer service goals.
- Strong proficiency in Microsoft Office (Outlook, Word, Excel).



- Exceptional organization, problem-solving, and relationship-building skills.
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#### **Compensation & Benefits**

- Salary: \$65,000–\$80,000/year, commensurate with experience.
- Competitive benefits package and opportunities for career growth.