



Position: Property Associate – Commercial Property Management
Reports to: Property Manager / Director of Property Management
Location: Rockville, MD – HQ
Position Type: Full -Time, Exempt
Base Pay Range: \$70,000.00/yr - \$85,000.00/yr

Objective:

The Commercial Property Associate will provide comprehensive support to the Property Manager and Director of Property Management in the daily operations, financial administration, and tenant relations for a commercial property portfolio. The current portfolio consists of three office buildings and two shopping centers located in Maryland. This role requires a proactive, detail-oriented, and highly organized professional to assist in vendor coordination, lease administration, financial reporting, and overall property management.

Key Responsibilities

Operational & Administrative Support:

- Assist the Property Manager and Director of Property Management in overseeing daily building operations (key fobs, parking, fitness center, preventative maintenance, inspections, repairs, etc.)
- Coordinate and participate in meetings, and property inspections
- Maintain organized records, files, certificates of insurance, and compliance documentation.
- Work closely and communicate daily with onsite building staff
- Manage the building conference center, including coordinating reservations, ensuring proper setup, purchasing supplies and maintaining cleanliness and functionality.

Tenant Relations & Communication:

- Serve as a liaison between tenants and property management by responding to inquiries and concerns in a timely manner. Escalating concerns to supervisor when appropriate.
- Prepare tenant correspondence, notices, and lease-related documents as required.

- Assist in organizing building events, and community events.
- Coordinate with tenant on move in and move out procedures and requirements

Work Order & Vendor Management:

- Prepare and maintain Request for Proposal information and data.
- Process tenant and vendor Work Order requests, coordinate and track progress to ensure timely resolution.
- Assign Purchase Orders (POs) for property-related expenses, ensuring alignment with budget allocations.
- Accurately assign account codes to invoices for accounts payable
- Monitor and maintain a record of open work orders, vendor requests, and PO approvals.
- Assist in vendor selection and contract negotiation processes by obtaining and reviewing proposals.
- Work closely with vendors to ensure contract compliance and quality service delivery.

Financial & Accounting Support:

- Support budget preparation, ensuring accuracy in financial planning and forecasting.
- Prepare monthly tenant billbacks (parking, overtime HVAC, etc.)
- Assist with monthly and quarterly property performance reports, ensuring data accuracy and completeness.
- Prior to annual budget period, collect contract pricing from vendors

Compliance & Risk Management:

- Support compliance efforts by maintaining required building certifications, permits, and inspections.
- Ensure property operations align with local, state, and federal regulations, including building codes and safety protocols.
- Assist in coordinating emergency preparedness plans and safety training sessions.

Qualifications & Skills:

- Bachelor's degree in real estate, Business, Property Management, or a related field preferred.
- Minimum 3 years of commercial property management experience supporting property managers or senior executives.
- Experience with Yardi, Vendor Cafe, Facility Manager or similar property management software highly preferred.
- Exceptional written and verbal communication skills with a customer service-oriented mindset.
- Highly organized with strong attention to detail and ability to prioritize tasks.
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint, and Outlook).
- Ability to work independently, take initiative, and exercise sound judgment.
- Flexibility to travel between properties and work occasional overtime as needed.

Work Environment & Physical Requirements:

- Regularly required to sit, stand, walk, and navigate commercial properties.
- Ability to lift up to 25 lbs. occasionally.
- Availability for after hour response, if needed, to building related emergencies.

Compensation & Benefits:

- Competitive salary based on experience and industry standards.
- Comprehensive benefits package, including medical, dental, vision, and 401(k) matching.
- Opportunities for professional development, continuing education, and career growth.
- Paid time off, holidays

How Tower invests in YOU:

- To help you THRIVE in all aspects of your life, Tower provides a best-in-class compensation package and a wide variety of total rewards: healthcare (including a premium-free plan option!), paid holidays and time off (including parental bonding leave), reimbursements for eligible coursework and professional development, housing discounts on our properties, and many other benefits to support your growth and work/life balance.

- Tower believes in giving back to the community: you will be provided with a range of ways to participate, including company matches on donations to charities and 8-hours of paid leave for the purpose of volunteering.
- Prepare for your future beyond Tower: the company provides a generous match to your 401 (k) retirement savings plan contributions.

Candidate must be willing to work in-office. Candidate must submit to pre-employment screening including background check and drug test.

The Tower Companies is an equal opportunity employer and offers a collaborative and exciting work environment, competitive salary and excellent benefits, which include medical, dental and vision coverage, as well as a 401(k) plan.

**If you're interested in this position and working for The Tower Companies, please send your resume and cover letter to HR@towercompanies.com
No phone calls please. EOE**

The Tower Companies and its affiliates are Equal Opportunity Employers

About The Tower Companies

For three generations, the family-owned [Tower Companies](http://www.towercompanies.com) has maintained a commitment to responsible development and envisions a world where buildings inspire and enrich the lives of their occupants, and create positive social change. The green building leader owns, develops, and manages over 5 million square feet in the Washington, D.C. metropolitan area consisting of office buildings, office parks, lifestyle centers, regional malls, eco-progressive live-work-play communities and hotels with over 8,000,000 SF in the development pipeline. The Tower Companies is recognized as an international authority in the industry, and has been recognized for its commitment to sustainability and energy independence by numerous national organizations and federal agencies, including US Green Building Council, US Department of Energy and the US Environmental Protection Agency.