

# FJM INVESTMENTS

## About FJM (fjminvestments.com)

FJM Investments began operations in September 2002. The company was formed to make real estate investments primarily in the western United States. The principals have collectively over 50 years of experience in commercial real estate. Their different pasts bring together long histories of acquisitions, investment brokerage and finance. The principals believe their complimentary skills provide the deal access, deal analysis, and capital raising abilities necessary for successful investing.

## About the Position

This position is responsible for supporting the overall asset management of FJM's portfolio. The role will focus on supporting all operational processes of each commercial property, including interfacing with our property management and brokerage teams. Success in this role requires a highly organized individual with a strong attention to detail. One must exhibit a positive, team, and service-oriented disposition.

## Primary Responsibilities and Objectives

- Support VP of Property Management and Leasing
- Conduct detailed review of all lease-related documents
- Draft, review, amend, and administer leases with knowledge of rent charges, lease clauses, and tenant/landlord obligations
- Work closely with property managers to ensure positive tenant relations, coordinate maintenance and repair requests, and resolve other tenant concerns; assist management with rent collections to ensure payment issues and legal notices are addressed in a timely manner
- Collaborate with finance and property management to ensure rent schedules and entries for all locations are accurately reflected each month
- Assist with budgets

## Qualifications, Skills & Attributes

- GED required
- 1 to 2 years' experience working as an analyst, intern or other entry level real estate position
- Understanding of general leasing practices
- Knowledge of commercial building operations and management
- Understanding of accounting principles and budget process
- Good computer skills (Excel, Word, Outlook, Accounting Software)
- Effective written and verbal communication skills in person and over the phone; able to give clear direction and provide response to inquiries
- Excellent organizational skills
- Capable of working independently and within a team setting
- Current & valid Driver's License with clean history and insurance may be required
- Works in a variety of office environments where standing, walking or sitting at a desk, table or computer workstation may be required for extended periods of time
- May travel by car, plane, or other form of transportation to attend business meetings or conferences
- Capable of walking commercial property sites in various locations
- May be required to work in one or more locations in a defined service area; approximately 50-80% of the time spent on the job involves the use of a personal computer