

# Sterling Management, LLC

Position: **Real Estate Asset Manager**  
Function: Commercial Asset Management  
Reports to: Senior Asset Manager  
Type: Full Time  
Location: Fargo, North Dakota  
FLSA Status: Exempt

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Sterling Management, LLC (“Sterling”) is the Advisor to, and is responsible for, managing all matters relating to Sterling Multifamily Trust and Sterling Office and Industrial Trust.

## DESCRIPTION

The ideal candidate will be responsible for assisting in the asset management of a portfolio of commercial properties. This position will look to maximize the financial performance of each property. The position will gradually assume its own portfolio of commercial properties to manage.

This position is primarily responsible for:

- Assisting the Senior Asset Manager in setting direction and goals with property managers and leasing brokerage firms.
- Track and monitor critical information such as lease terms, tenant retail sales, insurance certificates, etc.
- Conduct monthly reviews on individual property financial performance and interpret property financial information and key performance indicators to drive recommendations.<sup>1</sup>
- Building and maintaining strong relationships with tenants through property site visits and proactively seeking feedback on their satisfaction.
- Planning and executing a capital improvement strategy for each assigned property, including approving bids and assisting property management with negotiating contracts for service.
- Maintaining an organized, accessible and efficient electronic and physical filing system for property files and asset management data.
- Fulfill accounting requests on behalf of Asset Management Team.
- Conduct market research.
- Manage information and reporting in Yardi Voyager real estate software.
- Identify ways to maximize revenue, control expenses and enhance value on real estate assets.

The candidate must rely upon extensive experience and judgment to plan and accomplish goals in a timely manner, including the ability to work under tight deadlines. The candidate must have excellent analytical and problem-solving skills and be knowledgeable in real estate operations. Leadership, strong written and verbal communication skills, and interpersonal skills are essential to this position for the candidate to

work with various levels of management and peers across the business and with various third parties. Other duties as assigned and needed.

### **EDUCATION AND WORK EXPERIENCE**

- Bachelor's degree required.
- Broad background in construction techniques and design, business administration, and finance desired.
- CPA or MBA desirable.
- 2+ years of real estate related work experience preferred.
- Significant in-depth knowledge of managing, leasing, purchasing, selling, and financing of commercial properties.
- Proven experience in Microsoft Software Applications (Excel, PowerPoint, Word and Outlook).
- Experience with Yardi software a plus.

### **REQUIRED QUALITIES**

- Strong analysis and decision-making abilities.
- Responsible, pro-active and accountable for your actions.
- Demonstrates good communication through active listening, negotiation skills and effective verbal and written skills.
- Highly motivated self-starter who enjoys collaboration and can prioritize projects and workload, deliver projects on time, and respond quickly.
- Very strong organizational skills with proven track record of multi-tasking across projects.
- Strong computer skills, the ability to learn new software, and comfortable working in a technology based environment
- Strong analytical and logical mindset.
- Detailed and thorough.
- Professional demeanor with proactive approach to anticipating needs, options and scenarios.
- Seeks challenges and self-development; demonstrates high levels of expertise and shows commitment, self-confidence and integrity.

### **PHYSICAL REQUIREMENTS**

- Ability to lift up to 30 lbs.
- Ability to travel.
- Valid Driver's license and insurable driving record.
- Requires prolonged sitting with occasional walking, standing, bending, stooping and stretching.

The duties described above are the general nature of work performed. The foregoing description is not intended to be a complete or comprehensive list of all the duties, activities, and responsibilities required. Supervisors or managers may ask the individual to perform other duties as needed and/or required.

Management has the right to revise this position description at any time. The position description is **not** a contract for employment, and either you or the employer may terminate employment at any time and for any reason.

***EOE/AAP/Drug Free Employer***