

Senior Associate, Environmental Project Manager

About our Company:

Postal Realty Trust is the first and only publicly traded REIT focused solely on the acquisition and management of properties leased to the United States Postal Service. Our portfolio is growing rapidly, and we are looking to add a full-time Environmental Property Manager to our team to assist in overseeing the day-to-day maintenance responsibilities of our national portfolio.

Key Responsibilities in the Role:

- Assume total responsibility for asbestos, mold, and other environmental work orders from receipt of the maintenance request through completion and final payment.
- Communicate professionally and effectively with the facility, USPS contacts, and team members to understand the repair request and define the proper scope of work.
- Advise on local and state requirements for asbestos and mold remediation projects.
- Collaborate with contractors to develop a work plan.
- Locate vendors and obtain bids to complete repairs
- Negotiate and contract repairs and ensure projects are completed in a safe, quality, timely, and cost-effective manner
- Ensure effective management and scheduling of contractors to complete projects on time
- Troubleshoot issues as they arise; evaluate alternatives and propose solutions
- Keep current, accurate, detailed, and organized notes and files

You Are:

- An enthusiastic, positive individual with a “can-do” attitude
- Committed, tenacious, and persistent in the pursuit of your, your team’s, and company’s goals
- An individual who pays attention to detail and organization in their own work
- Results-oriented, resourceful, and creative in overcoming challenges and identifying necessary actions to execute on individual and team objectives
- Accountable, fulfilling commitments and reaching objectives consistently
- A strong communicator, both verbally and in writing
- Goal-oriented with a desire to learn and grow within the role
- Able to work autonomously and make decisions independently when needed
- Proactive and forward-thinking with the ability to anticipate needs or challenges and provide options for leadership
- Able to prioritize and work effectively in a fast-paced environment requiring extensive multi-tasking and deal with unplanned operational needs
- Comfortable with working on a computer

Requirements:

- Minimum of 3 years’ experience with asbestos and mold remediation
- Familiarity with construction, repairs, and building systems
- Contracting and negotiating experience

Salary Range:

The expected salary range for this position is between \$80,000 and \$100,000. The actual compensation will be based on factors such as the candidate's work experience, scope and responsibilities of the position, education/training, job-related skills, internal peer equity, market and business considerations, and other factors permitted by law. Applicable full-time offers also include discretionary bonus and other benefits (including medical, dental, vision, and 401(k)).