

Associate / Senior Associate, 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 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 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
- 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 your 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 to leadership
- Able to prioritize and work effectively in a fast-paced environment requiring extensive multi-tasking and dealing with unplanned operational needs
- Open to expanding your role and responsibilities within the company

Requirements:

- Basic computer skills
- Organizational and time management skills
- No experience is required- we are willing to train!
- Familiarity with construction, repairs and building systems is a plus
- Experience with electrical, plumbing, HVAC, roofing, and flooring a plus
- Contracting and negotiating experience a plus

Salary Range:

The expected salary range for this position is between \$60,000 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)).