

Oak Hill

M A N A G E M E N T

Asset Manager

Overview: Oak Hill Management is currently seeking an organized, results driven Asset Manager to join our management team. Oak Hill Management is a private equity investment firm dealing primarily in commercial real estate. The Asset Manager will oversee our North Carolina portfolio of approximately 2 MM SF of assets under management and be based out of the Raleigh office. The individual must be strategically-minded with experience managing assets and projects through their entire life cycle.

Specific Duties and Responsibilities:

- Ability to manage and develop property managers through steward leadership
- Assist in the preparation of the annual budget, reporting and financial performance of all of the properties
- Work to maximize returns and minimize losses on assets and investments
- Travel to properties on a regular cadence (at least monthly) to ensure assets/systems are running efficiently and team is thriving
- Ability to work with excellence under extreme pressure
- Ability to collaborate with a team to solve larger problems and ability to take direction within certain projects
- Coach and train team members within the property at remote locations
- Assist with the implementation of systems across all commercial properties
- Oversee and empower on-site staff to make decisions regarding property operations, leasing and maintenance
- Provide management over processes and systems
- Work closely with Property Management, Leasing and other team members as needed
- Communicate with ownership any irregularities that may negatively impact company assets
- Analyze monthly/annual reports in order to create and implement action plans for constant improvement
- Compile routine reports to C Suite team
- Stay abreast of market trends and patterns
- Identify points of weakness to improve efficiencies
- Manage cash flow and physical assets
- Bid, manage and scrutinize vendor contracts
- Other duties and responsibilities are subject to change with company growth

Qualifications:

- Bachelor's degree in Business, Finance or related field
- 3+ years of successful people/process leadership/management experience
- Results driven
- Excellent project management skills
- Exceptional communication and organizational skills
- Analytically and strategically minded
- Skilled negotiator
- Well organized and detail-oriented
- Highly computer literate and proficient in Microsoft Suite and GSuite
- Capable of handling multiple client accounts simultaneously while working in a high pressure environment