**New Position Request**

**Position Title**: Assistant Property Manager

**Location (Property Name, City, State):** Devon Energy Center, Oklahoma City, OK

**Hiring Manager**: Bruce Koehler

**Type:** Full Time

**Recruiting Service:** Full

**New/Replacement?** New

**If Replacement, who?**

**Region:** Midwest

**Company:** HILP

**Department:** Operations

**Position should be launched to:**   MyHines, Hines, Indeed and LinkedIn (if open slot available)

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| |  | | --- | | OPENING | | When you join Hines, you will work among innovative leaders who set the standards responsible for our reputation as an industry leader and you will continue to shape our future in the years to come. | | DESCRIPTION | | Responsibilities  As an Assistant Property Manager with Hines, you will provide day-to-day operations management of the property and maintain professional and courteous relationships with client and contractors. Responsibilities include but are not limited to:     * Client relations * Property operations * Contract administration * Vendor relations * Budget management * Chosen candidates will receive on-the-job training with excellent advancement and professional growth opportunities. | | ADDITIONAL REQUIREMENTS | | Minimum Requirements include:   * Bachelor's degree in business administration or related field from an accredited institution * Two or more years professional work experience * P&L responsibility and budgetary experience * Strong initiative and customer service orientation | | CLOSING | | Hines is a privately owned global real estate investment, development and management firm with more than $30 billion of controlled assets under management and offices in 121 cities in 19 countries. Founded in 1957, Hines is one of the most-respected real estate organizations in the world. Bring your experience and drive to Hines where we offer a competitive salary and provide our diverse workforce a variety of outstanding benefits, programs and services.  We are an equal opportunity employer and support workforce diversity.  No calls or emails from third parties at this time please. | |