

**TBI Airport Management, Inc.
Hollywood Burbank Airport**

Job Description

Property Specialist

Reports to: Sr. Manager, Business & Properties

Status: Exempt

Pay: \$74,000/annual

Schedule: Mon-Fri 9/80 work schedule

General Description: The Hollywood Burbank Airport is seeking an individual with professional experience in property management, contract administration or related field to join the Business and Properties Department. The Property Specialist position supports the team in all aspects related to the management of current tenant contracts, coordinates with legal counsel on the preparation of new tenant contracts and assists in various aspects of the day-to-day operations of the airport through coordination with other airport departments. The ideal candidate has the ability to prioritize and organize multiple tasks with competing deadlines.

Essential Job Functions:

- Develops and maintains positive tenant relations by timely investigation of issues and utilizing effective communication and resolution skills to solve issues related to the day-to-day operations of the airport and tenant related matters.
- Monitors and enforces tenants' compliance in matters involving all contract provisions, including but not limited to maintenance, insurance, payment and security deposits.
- Interprets lease language to clearly identify contractual responsibilities and obligations.
- Coordinates with legal counsel on the preparation of lease documents, permits, agreements, and contracts within the framework of existing airport property management policies and procedures.
- Collaborate with the Accounting Department on rent payments, rent increases, reconciliations, refunds, and revenue data tracking and forecasting.
- Prepare reports, letters and billing instructions as required.
- Conducts leasehold and property inspections.
- Coordinates and monitors landlord and tenant required leasehold improvement projects.
- Coordinates with the Procurement Department on the development of requests for proposals (RFPs) and requests for bids (RFBs).
- Performs additional duties as assigned.

Minimum Qualifications:

- Bachelor's Degree from an accredited college or university.
- Minimum three years' experience working in contracts and properties or related field.
- Proficient skills in Microsoft Office software with an emphasis on Excel
- Strong work ethic, entrepreneurial and ability to positively interact with others.
- Ability to multi-task and manage several projects simultaneously.
- Exceptional verbal, written, and analytical skills.

- Dependable and demonstrates initiative.

Preferred Qualifications:

- Experience DBE and ACDBE
- Experience with RFP and RFB

License and Special Requirements:

- Possession of a valid California Driver's license
- Obtain and maintain security clearance as required by role and TSA regulations

Interested applicants may apply by clicking the link below and completing the online application and assessments:

<https://www.ondemandassessment.com/link/index/JB-05QWQ5968?source=HB-Website&u=137146>