

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

Job Description

Property Specialist

Reports to: Manager, Properties

Status: Exempt

General Description: Provide professional support to the contracts and properties department including tenant relations, contract negotiation and contract/lease compliance.

Essential Job Functions:

- Resolves problems related to the day-to-day property operations for the airport
- Prepares lease documents, permits, agreements, and contracts within the framework of existing property management policies and procedures
- Coordinates with procurement for requests for proposals (RFPs) and requests for bids (RFBs)
- Performs research, develops and makes recommendations of changes and additions to policies and procedures as they affect new and existing tenants
- Negotiates leases, renewals, permits, agreements, and contracts, and prepares documents for submission to appropriate authorities
- Coordinates with attorneys regarding compliance, lease development, and other matters including litigation
- Assists in the establishment of airport rates and charges; prepares and interprets financial and statistical analysis
- Develops and maintains positive tenant relations for airport properties by resolving property operations issues
- Manages tenant lease/contract compliance through inspections and review and conducts special projects as assigned
- Monitors tenants' compliance in matters involving all contract provisions, including but not limited to insurance, payment and performance bonds
- Coordinates and monitors landlord and tenant required improvements
- Other duties as assigned.

Minimum Qualifications:

- Bachelor's Degree from an accredited college or university.
- Minimum three years' experience working in contracts and properties.
- 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.
- Proficient skills in Microsoft Office software with an emphasis on Excel

Preferred Qualifications:

- Experience DBE and ACDBE
- Airport experience
- 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 following the link below and completing the online assessments:

<https://www.ondemandassessment.com/link/index/JB-S9C79D2VO?u=137146>