

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

**Job Description**

# **Property Specialist**

**Reports to:** Manager, Contracts & Properties

**Status:** Exempt

**General Description:** Provide professional support to the Contracts & Properties Department including tenant relations, contract negotiation and contract/lease compliance.

**Essential Job Functions:**

- Develops and maintains positive tenant and vendor relations by resolving problems related to the day-to-day property operations of the airport
- Coordinates and monitors landlord and tenant required improvements
- Oversees the timely and successful completion of tenant maintenance requests
- Coordinates with attorneys in the preparation of lease documents, agreements, and contracts within the framework of existing property management policies and procedures
- Negotiates leases, renewals, permits, agreements, and contracts, and prepares documents for submission to appropriate authorities
- Coordinates with attorneys regarding lease development, compliance, and other matters
- Assists in the establishment of airport rates and charges; prepares and interprets financial and statistical analysis
- Prepares and maintains reports on the financial performance of properties
- 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
- Performs research, develops and makes recommendations of changes and additions to policies and procedures as they affect new and existing tenants
- Coordinates with procurement for requests for proposals (RFPs) and requests for bids (RFBs)
- Other 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.
- Strong working knowledge of Microsoft Office software with a high 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.
- Must be detail oriented and possess strong organization skills.

**Preferred Qualifications:**

- 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>