



## **University City Science Center Job Posting: Assistant Property Manager**

The Assistant Property Manager is responsible for establishing, promoting, and maintaining positive relations with tenants through regular and proactive communication and regular follow-up. This position will provide Property Manager(s) with administrative support and updated status reports on current tasks, objectives, projects, and action items on a regular basis. The Assistant Property Manager is responsible for the contract administration and coordination and scheduling of the daily work of all contractors and vendors providing services to UCSC/RPI tenants.

The Assistant Property Manager has internal contacts with the entire administrative staff and external contact with service contractors, tenants, and vendors. This position has access to sensitive UCSC information and is expected to handle such information with integrity and professionalism. This position has regular contact with members of the community and is expected to represent the UCSC in a professional manner.

The Assistant Property Manager will report directly to the Senior Property Manager, provide support to the Property Managers and participate in department activities as necessary.

Key responsibilities of this role include:

- Prepare and administer service agreements and contracts to ensure delivery of appropriate services, inspections, certifications, and maintenance by outside vendors and contractors.
- Participate and provide administrative support in the vendor selection process.
- Provide contract and service agreement administration services.
- Provide financial management support in areas such as budget preparation and budget variance analysis, reviewing and coding invoices, and accounts receivables efforts.
- Regular communication with tenants regarding building operation updates and follows up on tenant work order requests with building staff and/or outside vendors to ensure completion and in a safe and timely manner.
- Maintain and coordinate preventative maintenance for HVAC for all buildings.
- Schedule all inspections and certifications and manage contractor request forms.
- Support the Property Managers in various projects and tasks as assigned and act in their absence as necessary.
- Conduct regular property inspections (minimum of one building per month) as directed by the Property Managers.

- Analyze current maintenance programs/procedures and make recommendations to Property Managers that ensures operating efficiency and effectiveness
- Provide support to Operations Manager and Lead Engineer in daily operations as necessary.
- Manage tenant move-in/move-outs to include certificates of insurance, signage, move management, storage leases, closeout and inspection.
- Update all applicable UCSC databases.
- Coordinate and schedule Security, Parking, and Cleaning services for all after hour events hosted at UCSC.
- Update and maintain security schedules and building access systems as back-up to Administrator.
- Assist the Property Managers in the preparation of RFP packages for bidding and compile results in order to select most comprehensive and competitive bid.
- Prepare “Shelter in Place” documentation and distribute announcements to Tenant Contacts and maintain compliance information.

The successful candidate will have 5+ years of property management experience. A high school diploma is required and a BA/BS degree from an accredited college or university with a concentration in Business is preferred.

The Science Center offers a comprehensive employee benefit package which includes Medical, Dental, Short and Long-Term Disability, Flexible Spending, Life Insurance and 403(b) with a significant company match.

### **We are an Equal Opportunity Employer**

Interested candidates should forward a resume and salary requirements to: Human Resources, University City Science Center 3675 Market Street, Suite 400 Philadelphia, PA 19104 or email [resumes@sciencecenter.org](mailto:resumes@sciencecenter.org).

#### **About the Science Center**

Located in the heart of uCity Square, the Science Center is a mission-driven nonprofit organization that catalyzes and connects innovation to entrepreneurship and technology commercialization. For 50+ years, the Science Center has supported startups, research, and economic development in the life sciences, healthcare, physical sciences, and emerging technology sectors. As a result, graduate firms and current residents of the Science Center’s incubator support one out of every 100 jobs in the Greater Philadelphia region and drive \$13 billion in economic activity in the region annually. By providing resources and programming for any stage of a business’s lifecycle, the Science Center helps scientists, entrepreneurs and innovators take their concepts from idea to IPO – and beyond. For more information about the Science Center, go to [www.sciencecenter.org](http://www.sciencecenter.org)