

Property Manager, Real Estate and Property Management  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=225774>

Downloaded On: May. 21, 2024 1:48pm

Posted Nov. 16, 2023, set to expire Aug. 4, 2024

<b>Job Title</b>	Property Manager, Real Estate and Property Management
<b>Department</b>	Real Estate and Property Management
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Nov. 16, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff Director/Manager
<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/46523">https://www.ubjobs.buffalo.edu/postings/46523</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

You can join our [Real Estate and Property Management](#) team at the University at Buffalo as the **Property Manager** responsible for the direct oversight of our downtown and off campus properties. In this capacity, your responsibility will be to:

- Manage all aspects of assigned properties
- Work with customers to facilitate their program needs
- Inspect and arrange maintenance to meet standards
- Request and negotiate contracts with vendors

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### **Outstanding Benefits Package**

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

### **About the Department**

The department of Real Estate and Property Management at the University at Buffalo is responsible for acquiring and selling real property holdings of the university in support of the university's mission by identifying properties of interest that will help define and improve campus growth on and around all campuses, manage existing properties, and work with our partners and tenants to create the best environments possible.

### **About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

### **Minimum Qualifications**

- Bachelor's degree
- A combination of education and experience will be considered in lieu of the degree requirement
- Strong attention to detail
- Successful track record with customer service
- Ability to successfully multi-task multiple projects at one time

### **Preferred Qualifications**

- Project management in higher-education environment
- Managing trades

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- General construction knowledge

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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