

Asset Manager  
L&B Realty Advisors LLP  
Dallas, Texas

Responsible for asset oversight which consists of the following duties: review of all aspects of the asset operations, leasing and management; supervision of property management; interaction with the portfolio management group to review, discuss and strategize for all assets. Responsible for the development of asset management plans which consists of the following duties: direct the gathering of information about markets and assets; analyze effectiveness of previous plan; review and approve operating budget; interpret historical data in light of current conditions; review and create strategic objectives for property; and create operational tactics that support strategy. Responsible for reporting activities which consists of the following duties: write narrative or edit summaries for monthly, quarterly and annual reports; review and edit monthly status reports to investor and/or portfolio management; review property appraisals and interact with appraisers as needed or directed; prepare and/or review property internal valuations. Responsible for executing asset management plans which consists of the following duties: evaluate and execute solutions to problems; oversee teams and individuals to facilitate execution; direct insurance and ad valorem tax administration; review and approve all contracts/provisions; review and approve capital improvement projects; establish and maintain network of contacts in real estate, insurance, legal and marketing professions. Responsible for participating in organizational activities which consists of the following duties: evaluate and report on underwriting assumptions for office and industrial acquisitions; contribute to management groups as requested; represent company philosophy and values to property managers. Responsible for the performing the following miscellaneous job duties: assist and coordinate the takeover and management of new acquisitions; coordinate property dispositions; special projects as assigned. The position requires light to medium travel (approximately 24 days per year) associated with asset reviews and direction.

Must have a Bachelor's degree in accounting, finance, business administration or real estate. The position also requires two (2) years of experience as a financial analyst working with industrial and office assets. Must also have experience with Argus software.

Please send resume and cover letter to [resume2019@lbrealty.com](mailto:resume2019@lbrealty.com) and reference AM0419.