



Asset Manager – Job Description

Company Overview

Argyle Real Estate Partners LLC (Argyle) is a vertically integrated real estate investment firm focused on the acquisition and repositioning of core-plus and light value-add multifamily assets in burgeoning markets located in the Southeast and Texas. Argyle's founding principals have over 30 years of industry experience that spans real estate private equity, real estate law and investment banking. Through its affiliation with Sembler Investments, the Company is on par to acquire over \$1.5 billion in assets over the next 2-3 years. Argyle is currently seeking an **Asset Manager** to assist the Company in its efforts to execute its aggressive growth strategy for 2023 and beyond while upholding our commitment to *Excellence in Multifamily Investing* to our investors and partners.

Position

Based in Tampa, FL, the **Asset Manager** is responsible for overseeing a portfolio of multifamily properties. This role will assume ownership of decision-making at the property level, manage day-to-day operations, and perform an array of duties geared towards maximizing revenue and overall asset profitability. The strategic goals of this position include maximizing return on investment, oversight of business plan execution, improving the overall operations of the properties, reducing risk and increasing the long-term value of the portfolio.

The ideal candidate will have an entrepreneurial, innovative, and detail-oriented approach to asset management, keen financial aptitude, and a strong passion for commercial real estate. This position is an opportunity to be part of a dynamic team with infinite potential for professional growth.

Responsibilities/Duties

- ◇ Identify and implement creative and effective methods to drive revenue, increase occupancy, minimize expenses and maximize operations to optimize portfolio performance.
- ◇ Serve as a primary liaison between Argyle and equity partners, lenders, investors, and third-party property management companies affiliated with the properties.
- ◇ Regularly assess operating budgets and expenses to determine tactics that will reduce costs and increase overall savings to promote increased Net Operating Income.
- ◇ Prepare and review financial reports on portfolio assets on a monthly, quarterly and annual basis to provide regular snapshots of property performance to the internal team, equity partners, joint ventures, and all other parties vested in the asset's success.



- ◇ Partner with leadership to customize dashboard KPI metrics and enterprise reporting systems that streamline reporting practices and track progress.
- ◇ Manage capital improvement projects throughout the portfolio by tracking progress, managing timelines and budgets, and working with vendors to deliver desired results.
- ◇ Partner with Acquisitions team to create strategic business plans for assets under contract with a focus on rent, capital expenditures, marketing, signage, ESG initiatives, lease-ups, and stabilization components and ensure the execution of the business plan post-acquisition.
- ◇ Research innovative resident programs that drive retention and promote healthy communities.
- ◇ Ensure the processing of all property taxes, state and municipal filings, and any other compliance items are completed in a timely and efficient manner.
- ◇ Collaborate with all internal teams (Acquisitions, Marketing, Legal) to support special projects as needed.

Requirements - Education, Job Experience, Skills and Qualities

- ◇ Bachelor's degree from an accredited college or university required; concentration in Business Administration, Finance, Economics, or Real estate is preferred.
- ◇ Master's degree with concentration in any of the above is a plus.
- ◇ 3-5 years of asset management experience is required.
- ◇ Superior organizational skills and the ability to track multiple projects simultaneously is a must.
- ◇ Strong financial prowess with the ability to think "outside the box."
- ◇ Exceptional written and verbal communication skills are essential in this role.
- ◇ Hyper attention to detail and advanced problem-solving skills required.
- ◇ Excellent research skills and ability to understand market demographics and conditions.
- ◇ Knowledge of primary and specialty insurance policies (i.e., Property, flood, GL, etc.) is desired.
- ◇ Willingness to travel to existing assets and potential assets/markets as needed.
- ◇ Consummate team player with a positive attitude and the ability to embrace an entrepreneurial environment.
- ◇ Proficiency in Microsoft Office Suite and other CRE industry software (i.e., Yardi, Costar).
- ◇ Professional self-starter with a passion for commercial real estate and all things asset management.



Compensation and Benefits

The chosen candidate will receive a competitive salary and be eligible for our bonus program. Argyle Real Estate Partners offers an exceptional benefits package which includes company-paid medical, dental, vision and basic life insurance. The candidate will also be eligible to participate in the company's 401(k) plan (non-matching).

July 2023