



Job Title: Property Manager

Company: Lefler Capital

Reports To: TJ Lefler

Location: Fayetteville, AR

Job Overview:

Lefler Capital is seeking a detail-oriented and proactive Property Manager to oversee the day-to-day operations of our commercial real estate portfolio and ensure each asset is well-managed, well-maintained, and aligned with ownership objectives. This role is responsible for implementing strategies that maximize property performance and value, monitoring financial and operational performance, and administering policies and procedures that support smooth operations. A strong emphasis is placed on providing timely, positive responses to tenant needs while coordinating effectively with owners, tenants, and vendors. The ideal candidate has strong leadership, financial, and communication skills, excels at prioritizing tasks, and can efficiently manage budgets, vendors, and lease compliance.

Key Responsibilities:

- Oversee the day-to-day operations of the property, ensuring a well-maintained, professional, and tenant-focused environment.
- Develop and implement maintenance programs for both the interior and exterior of the property to ensure the highest levels of tenant satisfaction.
- Serve as the primary point of contact for tenants—handling inquiries, maintenance requests, complaints, and ongoing relationship-building.
- Manage onsite staff, when applicable, including Assistant Managers and Maintenance Technicians. Set performance goals, monitor progress, and provide support and coaching.
- Select and manage vendors and contract services, negotiate service agreements, and monitor performance to ensure compliance with established service standards.
- Maintain and monitor budgets, regularly reviewing costs, rebidding services, and identifying opportunities for cost savings and efficiencies.
- Analyze financial statements, property performance, and market trends to identify ways to enhance value, improve operations, and support revenue growth.
- Assist with lease negotiations, renewals, tenant move-ins/outs, and support leasing efforts to maximize occupancy and rental income.
- Conduct regular property inspections and annual lease audits to ensure safety, compliance, and proper maintenance. Maintain up-to-date tenant certificates of insurance.
- Assist in new tenant build-outs, working with leasing teams and building engineers to track tenant improvement costs and ensure smooth construction processes.
- Invoice and ensure timely collection of monthly rent and all other receivables.



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- Maintain and enhance tenant amenities, and create new programs and ideas to support tenant satisfaction and retention.
- Ensure compliance with all legal, financial, operational, and lease-related obligations.

Qualifications & Experience:

- Bachelor's degree in Finance, Real Estate, Business, or a related field.
- 3+ years of property management experience, preferably in commercial or mixed-use properties.
- Familiarity with property management software (e.g., Yardi, AppFolio, MRI) is a plus.
- Strong understanding of lease agreements, property accounting, and landlord-tenant laws.
- Excellent organizational and problem-solving skills.
- Strong interpersonal and communication skills, both verbal and written.
- Ability to multitask and manage competing priorities.

Working Conditions:

- Office and field-based work; regular property site visits are required. Some property inspections may involve light physical activity, such as walking the site, climbing stairs, carrying small items, etc.
- Indoor and outdoor environments, sometimes in varying weather conditions.
- Exposure to building systems (HVAC rooms, electrical closets) and construction or maintenance sites during inspections.
- Occasional evening or weekend availability may be necessary to address tenant issues or emergencies.

Why Join Lefler Capital?

Lefler Capital is a dynamic and growing real estate investment firm with a strong track record of success. Our team is dedicated to creating value through strategic asset management and innovative development solutions. We offer a collaborative work environment and opportunities for professional growth.

If you are a results-driven professional looking to take your career to the next level, we encourage you to apply and join our team!

How to Apply:

Interested candidates should submit their resume and cover letter to tj@leflercapital.com.