



JOB DESCRIPTION

Job Title:	Assistant General Manager (AGM)
Department:	Asset Management
Location:	Santa Ana, CA
Reports To:	General Manager
FLSA Status:	Exempt

Position Summary:

Assists the General Manager in the overall operation of the shopping center including accounting and asset management responsibilities, preparation of budgets and business plans; prospecting for local, regional, permanent and temporary merchants; coordination of the specialty leasing program; establish and maintain retail relationships; oversee personnel; develops on-site staff and interacts with corporate staff to accomplish special projects and involvement with the community. Shares in responsibility for maintaining the physical integrity of the Center, creating an environment that enhances customer satisfaction and tenant sales. Primary focus is to increase the value of the Center by increasing its Net Operating Income.

Must have the ability to learn the roles and functions of all positions within a shopping center to support the efforts of all departments. AGMs are in training to advance to another role within the company as performance and opportunity warrants.

Duties and Responsibilities:

1. Assist in managing the shopping center facilities in all the following functions which ultimately fall to the responsibility of the center's General Manager, which include:
 - Administer leases and reciprocal easement agreements
 - Maintain common areas
 - Secure common areas
 - Collect rents and recovery charges
 - Prepare various reports requested by corporate office
2. Assist in preparing the annual center budgets. Duties include:

- Forecast annual income and expenses for the center on a periodic basis
 - Expense control while maintaining operating standards
 - Approve disbursements in accordance with approved annual budgets
 - Maximize income generated by the centers
3. Be knowledgeable about and participate in the leasing efforts of the center. Duties include:
- Lease space to specialty/temporary retail merchants
 - Coordinate overall leasing effort with the corporate leasing representatives to establish quality tenant mix
 - Negotiate and administer lease amendments
4. Assist and manage center personnel. Duties include:
- Coordinate and direct the Marketing staff on issues of advertising and marketing for the centers
 - Supervise and direct the Operating Managers in the operation of maintenance and mechanical systems for the center
 - Hire and train support personnel as necessary
 - Supervise independent contractors when such services have been engaged.

Requirements and Other:

- Bachelor's degree preferred or equivalent experience in the workplace;
- Real Estate Salesperson's license a bonus;
- Understanding and knowledge of a specialty leasing program;
- Ability to work with and influence a diverse group of people;
- Proficient in financial analysis, budgeting and forecasting;
- Computer skills that include Excel, Word, and Outlook;
- Intermediate skills in Yardi;
- Ability to operate efficiently, independently and to seek constant improvement in achieving team goals
- This position is located onsite at the property.

In your training role, you will be focusing on each facet of the shopping center business in a logical order (see Recommended Order of Focus).

On the job, you will focus on eight functional areas:

1. Management
2. Finance & Accounting
3. Leasing
4. Operations
5. Legal
6. Business Development
7. Marketing
8. Development

Management: As the AGM, you will work with your GM to understand the community and strategic direction of the property and your Human Capital Consultant to understand performance issues and HC policies.

Finance & Accounting: As the AGM, you will work with your Mall Accountant and Staff Accountant at Corporate Headquarters to understand the Rolling 24-Month Forecasting process, recoverable expenses, accounts payable and receivable, along with other topics that will help manage the center.

Leasing: As the AGM, you will work with your GM and Leasing Representative to understand your center's merchandising plan and market well enough to begin prospecting, qualifying and negotiating with potential tenants.

Operations: As the AGM, you will work with your Facilities Manager to get to know the systems in place on your property, their maintenance schedules, contracted services at your property and security measures to take.

Tenant Coordination: As the AGM, you will work with the Facilities Manager to manage on-site Tenant Coordination efforts to include timely turnover of space to merchants, procurement of Landlord work project estimates, timely completion of projects, successful early or on time store openings and assembling required documentation such as lien releases.

Legal: As the AGM, you will work with your Facility Manager on insurance and risk management issues and Corporate Resources to learn lease language and its business implications, litigation and bankruptcies.

Business Development: As the AGM, you will work with your Specialty Leasing Manager to learn the common area plan, tenant agreements, prospecting and follow-up strategies and selling alternative revenue opportunities.

Marketing: As the AGM, you will work with your Marketing Manager/Director to learn your center's demographics, write and implement a Marketing Plan, holiday and special events, media relations, retailer productivity, Customer Service and other corporate initiatives.

Development: As the AGM, you will visit a property undergoing a redevelopment and spend time with the pre-opening team. You will review proformas and understand the internal process of Development and Redevelopment.

Qualified candidates should submit resumes to tmorris@centennialrec.com.

About Centennial

Centennial is an innovative retail real estate company with a national portfolio of assets including regional malls, urban mixed-use and community centers. Centennial has a unique perspective driven from an authentic heritage in the retail business. For more information visit <http://www.centennialrec.com>.