



CentennialREC.com

Job Title: General Manager
Department: Asset Management
Location: Lake Jackson, TX
Reports To: Executive Group, Asset Management
FLSA Status: Exempt

Responsibilities:

- Manage the shopping center facility and common area customer experience to the highest standards, achieving operational excellence in all areas;
- Successfully manage and execute the Center's Strategic Plan;
- Partner with the development team and aid in the execution of repositioning and development strategies;
- Maintain the common area to specified Centennial standards;
- Identify efficiencies and further enhance the customers shopping center experience;
- Support and aid in the execution of Leasing strategies;
- Drive Specialty leasing activity and alternate revenue;
- Develop, budget, manage and execute the marketing plan to engage the community, increase traffic and drive tenant sales;
- Manage service contracts;
- Provide administration of leases, reciprocal easement agreements and other operating covenants;
- Ensure the center meets all government regulations;
- Manage and develop the talent of center personnel, including the Assistant General Manager, (if applicable) Facility Manager, Sales & Marketing Coordinator and Administrative staff;
- Develop and maintain beneficial relationships with retailers, Centennial corporate and local team members, community stakeholders including government entities, local law enforcement and business, professional and charitable organizations;
- Prepare, manage and monitor the center's annual income and operating expense budget;
- Forecast future capital needs at the property and manage the approved capital budget to complete projects on time and on budget;
- Manage property Accounts Receivables and collections including national, local and business development deals in conjunction with Corporate Accounting;

8750 N. Central Expressway Suite 1740
Dallas, Texas 75231
TEL 972.888.8000
FAX 972.888.8023

- Ensure Brand Standards with visual merchandising, amenities, digital, social media and Wifi programs;
- Develop opportunities and host events to showcase the property to the community as a viable marketing channel:
- Ensure that the property is positioned for future growth by observing and reporting market changes relating to demographics, competition, community and government issues, economic development plans and changes to infrastructure;
- Ensure maintenance of all property operating systems including HVAC, fire alarms, fire sprinklers, electrical, roof, parking lots and building structures;
- 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 a lien releases;
- Establish and maintain relationships with local police, fire, public utilities and emergency response agencies;
- Lead and act as the primary point of contact and spokesperson for the property during local crisis events;
- Other duties as assigned.

Requirements and Other

- Bachelor's degree preferred or equivalent experience in the workplace;
- Minimum 2 years regional shopping center management experience;
- Real Estate Salesperson's license preferred;
- Understanding and knowledge of a specialty leasing program with the ability to canvass, negotiate and close specialty deals;
- Strong ability to lead and influence a diverse group of people;
- Adept 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

Centennial

Centennial is an innovative retail real estate company with a national portfolio of regional shopping centers. Centennial has a unique perspective driven from an authentic heritage in the retail business. Together with our stakeholders we're putting the sights, the sounds, the energy and the positive excitement of brick-and-mortar shopping back to where it rightly belongs: the local communities we serve. For more information please visit www.centennialrec.com

Please apply to tmorris@CentennialREC.com

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