



**Job Description: Operations Manager or Director of Operations (based on experience)**

**About Lift Partners ([www.liftrp.com](http://www.liftrp.com))**

Lift Partners is a full-service real estate investment company focused on the adaptive re-use and repositioning of industrial and office properties. Lift concentrates primarily on value-add, infill opportunities and opportunistic development along the West Coast. Our expertise is bringing the necessary skills through brokerage relationships, construction and market knowledge and thoughtful execution to create value for our investors.

Founded in January 2015, Lift provides asset management, leasing services and development and construction management services for its investments on behalf of Lift Real Estate Partners Fund I and Fund II, which total \$250M+ in discretionary funds. Lift's portfolio to date has included \$500M+ in value-add investments, \$75M+ of construction projects and 2M+ SF of assets in Bay Area, Seattle & Southern California.

**About the Position**

Lift Partners is seeking a highly motivated, well organized Operations Manager to join its rapidly growing team of entrepreneurial real estate professionals. The position will work directly with senior management in all phases of the company's business. The Operations Manager primary role will be working with the Property Management and Accounting teams on acquisition transition and management, lease and debt administration, vendor management, monthly reporting, systems and process improvements but will also be a utility player helping execute on Lift's projects. There is tremendous room for merit-based growth for the right individual looking to further develop industry skills and related experience long term within an expanding platform.

Lift is a flat organization that allows team members the opportunity to pitch in and step up on all aspects of the business, providing them the experience of taking projects from start to finish. This role is an opportunity to be the team's utility player helping out where needed while gaining exposure related to Lift's business and performing other auxiliary duties and assignments.

**Primary Responsibilities and Objectives**

- Assist in the transition and management of new acquisitions including property management set up, bank account formation and accounting onboarding.
- Oversee lease, debt and construction administration.
- Manage Property Management and Accounting teams to produce monthly and quarterly reports for senior management, investors and lenders.
- Assist in constantly improving processes and systems within the organization.

**Qualifications, Skills & Attributes**

- A Bachelor's Degree is required.
- 2 to 10-years' experience working in Operations, Property Management, Asset Management or Accounting.
- Must be comfortable understanding commercial leases, financial reporting and general property management and accounting functions.
- Proficient in Microsoft Office utilizing Excel, Word and PowerPoint along with Adobe PDF.
- Excellent interpersonal, writing and communication skills with the ability to multi-task and a strong desire to learn and succeed. Comfortable learning new things and figuring out new responsibilities.
- Strong work ethic, enthusiastic, proactive, well organized and mature. Attention to detail on work product.

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- Periodic travel required along the West Coast to Seattle and Southern California with majority focus on the Bay Area. Office location to be in San Francisco with local travel throughout the Bay Area.
- Ability to work in a fast-paced, self-directed, entrepreneurial environment.
- Must maintain a professional image with brokers, investors and Lift's executive team.

#### **Additional Information**

Lift offers competitive salaries, benefits packages and attractive bonus incentive opportunities. If you are interested in becoming an integral part of a growing, entrepreneurial, team-oriented, and dynamic organization where your contributions will be recognized and rewarded, please submit a resume to:

Patrick Fisher – [patrick@liftrp.com](mailto:patrick@liftrp.com)

Lift Partners is an equal opportunity employer. [www.liftrp.com](http://www.liftrp.com)