



CYPRESS

JOB POSTING

LOCATION: Brookwood Village – Birmingham, Alabama
JOB TITLE: General Manager
FLSA STATUS: Exempt
REPORTS TO: Director of Property Management
SUPERVISES: Yes

POSITION SUMMARY

The General Manager is responsible for the overall integrity of the Brookwood Village property achieving operational results, first-class customer service, and successful financial performance. Specifically this role plans, organizes, directs, and controls the activities of the property, providing leadership to the staff while developing and implementing strategies to manage the center to its maximum potential.

The General Manager has oversight of property management, marketing, maintenance and construction activities, and any other details pertaining to the property. This position will play an integral part of any redevelopment of the property.

EDUCATION AND EXPERIENCE

- Bachelor's degree in Real Estate, Business, or related area required. CSM preferred.
- Five to seven years' experience in a similar role in the retail shopping center industry
- Five plus years with Microsoft Outlook, Word, Excel, PowerPoint and Adobe Acrobat
- Experience with property management software, ideally Timberline and/or Kardin

SKILLS AND COMPETENCIES

- Effective at influencing, negotiating, and building rapport with customers, tenants, and staff.
- Excellent construction of written and oral communication; able to present ideas persuasively in a clear, concise and compelling, professional manner.
- Expertise in coaching, leading and interpersonal business relationships.
- Sound business acumen; working knowledge of basic accounting principles and ability to analyze operations and financials.
- Analytical and organizational prowess.
- Proven ability to juggle multiple projects.
- Commitment to the highest ethical standards.
- Capabilities in quantitative & qualitative analysis and interpretation.

CERTIFICATES, LICENSES AND REGISTRATIONS

CSM