

# BAR DOWN INVESTMENTS

## Asset Manager

### **To Apply For This Position:**

To apply for this position, please submit a resume/CV plus a short (1-3 minute) video introducing yourself and providing a quick background and overview of your qualifications.

**SUBMIT TO:** [jen@bardowninvestments.com](mailto:jen@bardowninvestments.com)

### **Who Are We?**

Bar Down Investments is a multifaceted real estate investing firm specializing in multi-family real estate across the US. In addition to holding a real estate investment portfolio, the team mentors and trains aspiring and successful investors around the country. Bar Down partners are located up and down the East Coast.

### **What is the Asset Manager Role?**

The Asset Manager reports to the Head of Asset Management/CEO and plays a pivotal role in ensuring the success and profitability of our real estate portfolio throughout the lifecycle of each property. The Asset Manager will be involved in all stages of the projects and will gain exposure to acquisitions, operations, and dispositions. The primary responsibilities will include monitoring the day to day operations of our multifamily assets and working closely with the Property Management teams to strategize and ensure successful execution of our business plan. The Asset Manager must be detail oriented and focused on financial performance as they are working towards maximizing income and decreasing expenses to add as much value to the properties as possible. They will be asked to think critically and creatively to suggest new ideas and strategies to further add value to the assets and portfolio. Further, the Asset Manager will play a key role in Construction Management, including full redevelopment of distressed assets. It is imperative that the Asset Manager have an understanding of accounting principles, and is able to analyze property financials to make informed decisions, formulate strategic plans, and identify opportunities for optimizing income streams, minimizing expenses, and ultimately enhancing the overall value of the property portfolio.

### **Job Duties and Core Responsibilities:**

This would include tasks such as:

- Daily communication with the Property Management team
- Monitoring property performance through Yardi Voyager
- Leading weekly update calls
- Reviewing weekly reports and monthly financials
- Managing CapEx projects, budgets, and timelines
- Collaborating with service providers and consultants on special projects
- Creating annual budgets
- Preparing and presenting quarterly investor presentations
- Conducting market research
- Conducting due diligence on potential acquisitions
- Travel as required (approximately quarterly to monthly)

**Essential Qualifications/Skills:**

- 5 years or more of experience in asset management of large multifamily
- Data-driven personality with excellent communication skills
- Good judgment and ability to effectively make decisions for the success of the properties
- Flexible self-starter with strong interpersonal skills, detailed oriented and emotional intelligence
- Effective time management and organizational skills, proven ability to prioritize while simultaneously managing numerous projects/processes
- Ability to understand problems, think critically, and identify creative solutions
- Experience with basic accounting concepts
- Proficiency in Google Docs & Microsoft Office
- Comfortable with ambiguity & ever-changing priorities
- Exceptional verbal and written communication, interpersonal, and presentation skills

**Desirable Qualifications/Skills (Preferred But Not Required):**

- Understanding of site level operations
- Experience with Yardi Voyager

**Location:**

- This is a remote position, so candidate can be located anywhere. The role will require work on a schedule based on the Eastern time zone.

**Hours & Pay:**

- This is a full time position
- Pay is commensurate with experience and qualifications