

## General Manager

### The Opportunity

Founded in 1995, McCarthy Cook & Co. invests in office, life science and technology properties in the major metropolitan markets of the Western United States. MCC is a entrepreneurially driven, vertically integrated real estate operating company with institutional partners including PGIM Real Estate, Northwestern Mutual Life, JP Morgan Investment Management, Morgan Stanley Real Estate, and Northwood Investors. LUMEN (575,000 sq. ft.) a campus on Olympic Boulevard in Los Angeles will be among the newest and most prominent tech/entertainment campus in Los Angeles.

MCC has a seasoned team of local investment, development and management professionals throughout California. The Firm's Southern California offices are located in Los Angeles and Orange County, while MCC maintains a Northern California office in San Francisco. We operate as a spirited and integrated team in a family-friendly firm that owns and manages extraordinary experiential workplaces.

MCC is in search of a General Manager for our iconic Los Angeles asset! We are looking to bring a new level of energy and professionalism to this one-of-a-kind experiential office campus in prime West Los Angeles. MCC seeks a differentiated leader to join our existing engineers, security guards, janitorial staff, and parking staff. The General Manager will oversee all aspects of client and tenant satisfaction. The General Manager will be responsible for the management, supervision and professional development of all building personnel. The primary areas of focus will be the following:

- Function as the professional-in-charge of all aspects of the property.
- This person will be responsible for all aspects of client and tenant satisfaction.
- This person will be responsible for working directly with our partner to ensure a thorough understanding of its investment objectives and the development of acceptable property-specific strategic plans and operating and capital budgets.
- The General Manager must oversee the implementation of approved initiatives and programs by managing and coordinating the efforts of the property team (e.g. leasing specialists, vendors, contractors, and building employees).
- They will be responsible for the management, supervision, and professional development of all building personnel (e.g., Chief Engineer and engineering staff, Assistant Property Manager, Parking team, Janitorial team, Security team, etc.).
- Develop, gain consensus for, and implement the Management Plan for this particular project.
- Prepare the final budget and supporting documentation (i.e. explanatory notes) for the project.
- Support Senior Vice President of Leasing, in the preparation of lease.
- Support Director and Vice Presidents of Construction in coordination of major projects.
- Oversee and Execute Tenant Improvements and Capital projects.
- Work with Chief Engineer to assign employees to duties such as maintenance, repair, or renovation and obtains bids for additional work from outside contractors,
- Arrange for alterations to, or maintenance, upkeep, or reconditioning of facilities as specified in the operating budget, and of leased premises as dictated by lessee's agreement.
- Maintain role as secondary contact for tenants relative to tenant service requests. Proactively meet with tenant representatives on a routine/scheduled basis. Work

- closely with the Assistant Property Manager, providing necessary support and information to this primary tenant contact.
- Prepare and/or review financial reports for our partner on a monthly, quarterly and annual basis. Analyze financial statements to project future financial position and budget requirements.
  - Inspect the project on a regular basis to ensure building operations are performing according to company standards and procedures.

### **Ideal Skills and Experience**

- College Degree. We look forward to hearing what you did and where!
- Five to seven years of commercial real estate and property management experience would be ideal.
- Three to five years of experience in a management role specifically overseeing a team of employees.
- Ability to calculate figures and amounts such as discounts, interest, commissions, prorations, percentages, basic calculation of measurement of rent, parking fees, late fees, and volume.
- Ability to read, analyze and interpret legal documents (lease documents, claims of lien, etc.), general business periodicals, professional journals, technical procedures, or government regulations.
- Ability to analyze, interpret and explain financial statements and calculate dollar and percentage variances. Possesses proven financial and accounting acumen. Oversee annual CAM Reconciliations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- We are looking for a team player to solve practical problems and deal with variety of concrete variables in situations where only limited standardization exists.
- We need a strategic thinker with strong implementation orientation.
- Ability to effectively present information and respond to questions from senior level management, clients, customers, peers and the general public.
- Great computer skills including Microsoft Office (Word, Outlook, PowerPoint and Excel).
- A can-do personality that is ready to do whatever it takes to meet important team deadlines and close deals. There is no issue that you cannot overcome!

If you or anyone that you know is qualified and interested in this position, please reach out to:

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