



Property Manager (Part-Time)

MDAdvantage Insurance Company of New Jersey, a leading provider of medical professional liability insurance located in Lawrenceville, NJ, is currently seeking a **Part-Time Property Manager** to oversee the Company's corporate headquarters facility, reporting directly to the Chief Executive Officer. This candidate will be responsible for the day-to-day operations and maintenance of the facility and performing diversified tasks to maintain the current and long-term safety, security and uninterrupted operations of the Company's corporate headquarters. Tasks include but are not limited to knowing and understanding the systems and operations of the Building, maintaining all appropriate records related to the operation and maintenance of the Building. This person will conduct routine, periodic inspections/walkthroughs of the premises and equipment, and perform or timely schedule all necessary and pre-emptive maintenance of the facility including office maintenance, plumbing, electrical repairs, etc. Responsibilities will include identifying and initiating appropriate upgrades or maintenance as may be required, scheduling and managing contractors to perform appropriate and timely repairs and renovations of the building and negotiating appropriate terms and conditions for all such building work subject to corporate guidelines and other related requirements.

To qualify, the candidate must possess a minimum of 5-7 years property management experience including familiarity with technology, systems and equipment for a commercial property of this size and type. Electrical, plumbing and carpentry knowledge is required, along with strong verbal and written communications skills to clearly communicate on a routine basis with vendors, tenants and management. The ideal candidate's primary residence should be within 30 minutes of the property location. This position requires independent work, the ability to initiate bid requests, and the ability to manage vendors and contractors. The candidate must have knowledge of OSHA regulations along with any and all other regulatory requirements for a commercial property. Facility Manager Certification is preferred.

Please forward your resume to cbowman@mdanj.com. For additional information on MDAdvantage of New Jersey, please visit our web-site at www.mdadvantageonline.com
Equal Opportunity Employer