



## **Asset Manager / Property Manager - Chicago & Surrounding Areas (Field-based position)**

### **Position Summary:**

This field-based position will be responsible for the management of a portfolio of properties located throughout Chicago and the surrounding areas. Other responsibilities include: management & security issues, inspections and reporting, rent collections, lease administration, building / property maintenance, remediation of code violations. Compensation is hourly based and commensurate with experience. Earning potential is dependent on the number of properties an individual's ability allows them to handle.

Typical duties associated with the position:

- Property inspections
- Researching and investigating property information
- Detailed reporting and documentation
- Tenant/Occupant relations
- Resolution of municipal violations
- Contractor / vendor management (coordination of estimates, evaluation of performance)
- Evictions and foreclosures

Required Skills, Accreditation & Certifications:

- Illinois Real Estate Broker's License – Active or in process of obtaining
- Strong computer and technology skills
- Strong writing skills with attention to detail
- Ability to multitask and manage concurrent issues at multiple properties
- Familiarity with / ability to track billable hour entry
- Valid Driver's License / insurance / reliable vehicle
- Ability to work independently and handle responsibilities with minimal supervision

### **Company Description:**

PSA Solutions, Inc. (PSA) is a technology-based company that provides litigation support and asset management solutions to banks and financial service companies. PSA enables banks to more effectively manage risk and minimize ownership expense associated with troubled, criticized and OREO assets. PSA provides an integrated set of solutions that are uniquely tailored to support banks' asset & risk management objectives. PSA is unique such that its clients are limited to the Troubled Asset Group / Work Out / OREO departments of banks and financial service companies.

PSA clients include community, regional and money center banks located in and around the Chicago metropolitan area. PSA's portfolio of properties includes commercial, industrial, single family and multi-unit occupied and vacant buildings.

**Send cover letter and resume via e mail to:**

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