

JOB VACANCY

HDC(161)-HR/IU/2021/234
20th May 2021

**Property Manager
Real Estate Management****MINIMUM QUALIFICATION & REQUIREMENT**

1. Bachelor's Degree or MNQF Level 7 Qualification in relevant field with minimum 4 years of experience in relevant field. **(OR)**
2. Diploma or MNQF Level 5 Qualification in relevant field with minimum 6 years of experience in relevant field.

OVERALL SCOPE

Responsible for overseeing timely completion of various development projects in the city, allocating and managing assigned property portfolio, tenants, and development contracts.

SCOPE OF WORK

- Manage the assigned properties with regard to forecasting requirements, managing annual budget, managing the service contracts, enforcing occupancy policies and analyzing and preparing performance reports of all properties and lands.
- Assist in developing and implementing required policies, SOP's and strategic action plan related to property management function. And to review the property management function policies and procedures on timely manner and update work methods and procedures as instructed by HoS.
- Assist in managing development contracts by maintaining correspondences, timely communications, meeting deadlines as per contract and notices, and attend meetings to assess the progress of ongoing projects.
- Prepare property management plan and update customer database. Ensure records of property holdings and any correspondence relating to property management are properly secured.
- Assist in preparation of annual department budget and ensure efficient utilization of approved budgets.
- Preparation of documents, reports and summaries relevant to the department and/or any other documents required by the management.
- Carry out monitoring visits and surveys as required by the Department to ensure compliance with guidelines, agreements and also to assess situation.
- Reviewing the rental of leased properties.
- Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.
- Monitor the property takeover and handover.
- Ensure occupational health and safety practices are in place in relation to relevant standards and procedures.

JOB SKILLS AND SPECIFICATIONS

- Proficient in MS Office (especially Excel); Working knowledge of relevant software.
- Excellent communication (verbal as well as written), negotiation skills and interpersonal skills.
- Proficient with basic budget management and calculations.
- Ability to manage multiple projects and work to tight deadlines
- Ability to work as an individual and as a flexible team player
- Discretion and need for Confidentiality
- Should be well organized, detail-oriented, forward-thinking and proactive

SALARY PACKAGE:

Salary negotiable based on educational qualification and experience.

Application Process:

Send the job application along with your CV, copies of accredited certificates, Job reference letters, Police Report and ID card or Driver's License copy via the link (<https://rb.gy/qlrmem>). For any additional queries please contact to 3355305.

Application Deadline:

Date: 26th May 2021 (Wednesday)

Time: 14:00hrs