

JOB VACANCY

HDC(161)-HRM/IU/2021/650
30th December 2021

Estate Officer **Real Estate Management**

MINIMUM QUALIFICATION & REQUIREMENT

- Diploma or MNQF Level 5 Qualification in a relevant field.
- Experience in a relevant field will be an added advantage.

OVERALL SCOPE

Supervise, Monitor and Handle works related to Hiya 7000 flats, enforce agreements in cooperation with other departments and maintain complete and accurate records of all property holdings.

SCOPE OF WORK

- Carry out monitoring visits and surveys to ensure compliance with guidelines and agreements.
- Respond and follow up on all tenants (Commercial and Residential) related issues in a prompt, polite and efficient manner and handle complaints as per HDC's policy and procedures.
- Conduct regular inspections of the facilities to detect and resolve problems and manage all repair and installation activities.
- Assign repair schedules and evaluate repair cost estimates.
- Oversee the work of AEO and contractors in a professional manner and review their performance regularly.
- Liaise with other departments to carry out Hiya 7000 related works.
- Prepare property and land allocation register and property management reports.
- Supervise and lead all maintenance processes and property Management works.
- Document and prepare daily progress reports and maintenance logs.
- Maintain flow of information and knowhow among departments.
- Deal with updates and manage daily correspondences assigned.

JOB SKILLS AND SPECIFICATIONS

- Should possess good customer relation skills.
- Should be familiar with technical features like plumbing, carpentry and electrical systems.
- Should be familiar with fire preventive systems.
- Strong interpersonal skills.
- Should be well organized, detail-oriented, forward thinking and proactive.
- Should be able to work as an individual and as a flexible team player.
- Discretion and need for Confidentiality.
- Should be familiar with Microsoft office package.

SALARY PACKAGE:

Gross Salary of MVR. 17,000.00

REQUIRED DOCUMENTS

- Accredited certificates,
- Job reference letters
- NID card or Driver's License
- Police Report

Apply via: <https://jobs.hdc.com.my>

Deadline: 06th January 2022, 14:00hrs

For Further Information: 3353535 or call center hotline: 1516