



NW REALITE LTD

PROPERTY CARETAKER VACANCY

We wish to advise that an opportunity has arisen in our organization (**MERU BRANCH**), and we invite suitable candidates to apply.

JOB BRIEF: The incumbent will be responsible for assisting the Property Manager with the management and maintenance of a commercial property to the satisfaction of the clients.

Title:	Property Caretaker
Department:	Property Management
Report To:	Property Manager
Gross Salary	20,000 (plus commissions)

RESPONSIBILITIES

- Cleaning and maintenance: You will be responsible for cleaning and maintaining the property, which will include sweeping, mopping, and dusting the following areas
- Rent/Service Charge Collection
- Supervision of service providers
- Overseeing repairs and maintenance of the building in liaison with the property manager.
- Attending to tenants' issues/complaints.
- Letting and Reletting of vacant spaces in liaison with the agency department
- Assist in the preparation of property reports
- Mail/record keeping

Knowledge & Experience Required

- Possession of a Diploma or Certificate in any field)
- 3 years of experience in **Property Management**
- Self-driven
- Excellent verbal and written communication skills
- A proven ability to build strong client relationships
- Team Player
- Commercially Focused (Has a good understanding of the business environment and the impact their behavior has on the reputation and financial performance of the company).

How to Apply

Interested candidates are requested to email their application letter and a detailed curriculum vitae with the **position title (PROPERTY CARETAKER)** on the subject line, including the names and contacts of three references **hr@nwrealite.co.ke on or before 22nd April 2023 at 5:00 pm.**

The successful candidate must be willing to relocate to Meru.

Canvassing of any nature will lead to automatic disqualification. Only shortlisted candidates will be contacted. Applications are considered on a rolling basis.

Please note that NW Realite Ltd does not charge any fee at any stage of the recruitment process.

“NW REALITE LTD IS AN EQUAL OPPORTUNITY EMPLOYER”