



NW REALITE LTD

PROPERTY MANAGER VACANCY

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

JOB BRIEF: The incumbent will be responsible for overseeing and coordinating the efficient execution of the property management plans under the portfolio to achieve monthly and quarterly set targets.

Title:	Property Manager
Department:	Property Management
Report To:	Senior Property Manager
Gross Salary	60,000 (plus commissions)

RESPONSIBILITIES

- Rent/Service Charge Collection
- Supervision of service providers
- Overseeing repairs and maintenance of the building in liaison with the senior 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 Degree in Real Estate or any business field
- 5-6 years of experience in managing a **commercial property**
- 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 MANAGER-NAIROBI)** in the subject line, including the names and contacts of three references **hr@nwrealite.co.ke** on or Saturday, 22nd April 2023 at 5:00 pm.

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”