



## NW REALITE LTD

### PROPERTY CARETAKER VACANCY

We wish to advise that an opportunity has arisen in our organization, 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 residential and commercial properties to the satisfaction of the clients.

<b>Title:</b>	<b>Property Caretaker</b>
<b>Department:</b>	<b>Property Management</b>
<b>Report To:</b>	<b>Property Manager</b>
<b>Gross Salary</b>	<b>25,000 (plus commissions)</b>

#### **RESPONSIBILITIES**

- 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 in Real Estate or Technical courses (Building/plumbing/electrical etc)
- 3 years of experience in **Property Management**
- **An experience in Repair and Maintenance is an added advantage**
- 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 (TECHNICAL-PROPERTY CARETAKER)** in the subject line, including the names and contacts of three references **hr@nwrealite.co.ke on or before 29<sup>th</sup> 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”**