

JOB DESCRIPTION

JOB TITLE:	Property Management Officer
DEPARTMENT:	Facilities
REPORTING TO:	Divisional Manager, Facilities

Summary:

The Property Management Officer is responsible for, but not limited to effective and efficient monitoring of the Corporation's real estate portfolio assets. Where possible the incumbent should focus on preventative management, risk management, cost management initiatives and also develop systems to ensure security of the Corporation's real estate portfolio assets. The Property Management Officer is also responsible for developing systems that would support the strategic objectives of the Corporation, ensuring customer satisfaction in accordance with the Corporation's Operational procedures and standards.

The incumbent will be required to work as rostered by the Divisional Manager. It is understood that the incumbent must be available for duty after standard opening hours and on weekends and public holidays as is required, given the nature of the business of the Facilities Division.

Education, Knowledge and Experience

- Bachelor Degree in Property Management or related discipline from an accredited academic institution
- Certificate in OSH
- Certificate in Project Management would be an asset
- Certificate in Land Surveying will be an asset
- In-depth knowledge of State Land Regulations & Conveyancing & Law of Property Act
- In-depth knowledge of national building codes
- Excellent communication skills both verbal and written
- Excellent interpersonal skills
- Strong analytical and problem solving skills
- Proven ability to simultaneously manage numerous tasks
- Proficiency in the use of Office Tools and software relevant to job functions
- At least three (3) years' working experience in a similar role in a large, diverse organization.

OR

Equivalent combination of Qualification, Training and Experience

Key Duties & Responsibilities:

- Makes regular routine checks of all identified real estate portfolio assets and identify problems or maintenance works
- Monitors repairs and maintenance work carried out on properties and ensure that is in accordance with contractual obligations
- Evaluates the performance of service providers under the real estate portfolio asset role and make recommendations where necessary.
- Manages day to day maintenance activities of identified assets
- Ensures on-going reviews and updates of the procedures to ensure continued relevance
- Prepares and submits daily/weekly/monthly/annual reports in accordance with the Corporation's requirements
- Prepares draft budget and manages the approved maintenance budget for the assigned assets.
- Monitors works in progress; ensures costs are managed within budgets and agreed contract
- Participates in the selection process for hiring of Contractors
- Checks and verifies approvals and ensures all activities adhere to documented procedures
- Liaises with the Legal Division, Finance Division, Records Department, Rincon Limited and any other necessary Department/Division to ensure that documents are shared in accordance with established procedures.
- Liaises and communicate with various Ministries and State Agencies in a timely manner for the purpose of obtaining information and records.
- Conducts research on assets if an when required
- Manages efficiently and effectively any lease arrangements issued by the Corporation
- Prepares tasks/job sheets of activities conducted in accordance with the Corporation's policies
- Assists in ensuring the maintenance of Division's records in accordance with the Corporation's approved policies and procedures
- Tracks invoices for goods and services and submits for approval to the Divisional Manager;
- Negotiates with contractors where applicable
- Represents the Corporation at official meetings and ensures that the Divisional Manager/Facilities Manager are appropriately updated on all action items as well as timelines for completion
- Ensures the records management function is maintained in accordance with procedures
- Performs any other duties related to the job junction as required

Key Behavioral Competencies

Governance/ Compliance: Demonstrates and behaves in accordance with company and state policies, rules and regulations.

Problem Solving: Is able to analyze complex data or situations, prioritize key issues; creates insightful solutions to problems and ensures proper execution

Personal Attributes: Uses initiative; has the ability to act with minimum supervision; Demonstrates a high level of confidentiality; Has a consistent pattern of satisfactory attendance with strong work ethics.

Team Player: Performs role assigned in the interest of the team's success as against individual concerns; Participates in teamwork and conveys sense of appreciation to other team members; allows others freedom to contribute in group projects.

Communication: Has the ability to communicate at all levels in the organization, and with the external stakeholders. Interacts positively with peers and members, willingly and consistently provides information in an easily understood manner that permits and encourages feedback.

Strategic Perspective: Has the ability to contribute to development, execution and monitoring of plans that enable the organization to fulfill its intended/overall purpose.

Customer Focus: Has a strong understanding of the service requirements and the contribution to the success of the business; Ability to manage key relationships and respond promptly to internal and external needs.

Key Performance Indicators

- No negative feedback from internal and external customers
- 100% functionality of monitoring systems
- Safety issues are corrected in keeping with agreed milestones
- All records maintained as per procedures