

Vacancies



B.R. Properties (Pty) Ltd invites suitably qualified candidates to apply for the following position:

Manager – Property Management

Purpose of Role

We are looking for a prudent Manager- Property Management responsible for the direct management oversight of assigned Commercial, Residential, Industrial and Retail properties. The goal is to maximize asset value, customer satisfaction and revenue.

Principal Areas of Responsibility includes but are not limited to:

- Manage all aspects of assigned properties.
- To ensure that the property management division is resourced with appropriately qualified and experienced personnel.
- Ensuring an adequate level of interaction with various partners regarding on-going property management contracts.
- Maintain a positive productive relationship with tenants.
- Develop and manage annual budgets by forecasting requirements and analyzing variances, data and trends.
- Accomplish financial goals and report periodically on financial performance.
- Source and build relationships with prospective clients to expand business.

Requirements

- Proven work experience as a property manager.
- Competency in MS Office and relevant databases & software.
- Customer focus and bottom line orientation.
- Strong communication and presentation skills.
- Well organized with excellent time management skills
- A Degree in Real Estate/ Property management, or Property Studies.
- Registration with Real Estate Advisory Council.
- At least seven (7) years post qualification experience in real estate sector of which five (5) years must have been at management level.
- Good knowledge of MDA Property Manager.

Interested candidates who meet the minimum requirements can submit their application, updated CV and certified copies of their academic certificates to:

Human Resources & Administration Officer, B.R. Properties (Pty) Ltd, P. O. Box 21965, Bontleng, Gaborone

Email: info@brprop.co.bw Or hand deliver to: Plot 50361 Block C, Fairgrounds.

Closing date: 9th February 2024.

Kindly note that only shortlisted candidates will be responded to.