



NW REALITE LTD

JOB OPPORTUNITY

We wish to advise that an opportunity has arisen, and we invite suitable candidates to apply for the following position.

JOB BRIEF: The incumbent is responsible for assisting the Property Manager with the management of the commercial property to the satisfaction of the Landlord and the tenants.

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

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 promptly.
- Letting and Reletting of vacant spaces in liaison with agency department
- Assist in preparation of property reports
- Mail/record keeping

Knowledge & Experience Required

- Possession of a Diploma in Real Estate or any business field
- 2-3 years 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 detailed curriculum vitae with the **position title (CARETAKER)** on the subject line, including names and contacts of three references, to **hr@nwrealite.co.ke** on or before **Saturday, 26th March 2022 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”