

Job Description

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Job Title Administrative and Maintainance N	Job Location Manager Dar es Salaam	Category
Јор Туре	Job level	Industry
Full Time	Manager	Real Estate
Open to Expatriates		

Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Real Estate: 1 Years
Secondary Industry	Primary Category	Secondary Category
-	-	-
Certificate	Qualification	
-	-	

Summary

A Commercial Real Estate Company seeks a proficient and seasoned individual to undertake the pivotal role of Facilities Manager. This role demands a meticulous blend of organisational aptitude, technical acumen, and administrative competence to orchestrate seamless operations across our diverse property portfolio.

Responsibilities

Maintenance and Repairs:

- Supervise maintenance activities, including routine inspections, repairs, and renovations for all properties under our portfolio.
- · Optimise equipment longevity and minimise operational disruptions
- Assume oversight for the cleanliness, security, and overall maintenance of our properties.
- Handle tenant concerns and maintenance issues promptly and efficiently.
- · Coordinate seamlessly with property foremen and maintenance staff to proactively resolve tenant grievances.

Administrative:

- Manage administrative workflows encompassing documentation, record-keeping, and filing systems.
- Serve as a central point of contact for property management inquiries via correspondence, emails, and phone calls.
- · Coordinate scheduling for property inspections, meetings, and maintenance activities.
- Maintain databases and software systems related to property management, ensuring accuracy and accessibility of information.
- Follow up with insurance claims
- Create invoices
- Follow up with outstanding payments.

Health and Safety Compliance:

- · Ensure compliance with health, safety, and environmental regulations and standards
- Implement safety protocols and emergency procedures to safeguard occupants and property assets alike.

Utilities Management:

• Monitor and manage utility services such as electricity, water, heating, and cooling systems to ensure optimal performance and cost-efficiency.

Emergency Preparedness:

• Develop and implement emergency response plans, including evacuation procedures, crisis management, and business continuity planning.

Team Management:

- Lead and manage a team of facilities staff, including technicians, maintenance workers, and security personnel.
- Conduct regular performance assessments and deliver constructive feedback to bolster team members' professional growth.
- Identify training requisites and organise targeted development sessions to augment staff competencies.

Vendor and Contract Management:

- Coordinate with contractors, vendors, and service providers to execute repair and maintenance work.
- Conduct routine inspections of properties to identify maintenance requirements and ensure compliance with safety protocols.
- Monitor vendor performance and ensure compliance with service level agreements.

Compliance and Regulations:

- Remain updated on relevant laws, regulations, and industry standards related to property management and maintenance.
- Ensure compliance with local building codes, environmental regulations, and occupational health and safety standards.
- Spearhead the implementation of policies and procedures to fortify regulatory compliance and mitigate operational risks.

Education & Qualifications

- A Bachelors Degree in Facilities Management, Business Administration, Engineering, or a related field is required.
- Proficiency in MS Office Suite and property management software

Requirements

• Relevant experience in similar job roles

Driving Licence

Not Required

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