



Job Description

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|--|----------------------------------|----------------------------------|
| Job Title Real Estate Officer | Job Location Arusha | Category - |
| Job Type Full Time | Job level Intermediate | Industry Manufacturing |
| Open to Expatriates Only Open to Tanzanian Nationals | | |

Minimum Requirements

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|--------------------------------|------------------------------|---|
| Min Budget - | Max Budget - | Primary Industry Manufacturing: 2 Years |
| Secondary Industry - | Primary Category - | Secondary Category - |
| Certificate - | Qualification - | |

Summary

The Real Estate Officer will support the Real Estate Department in managing day-to-day property operations, tenant relations, lease administration, rental collections, and documentation. The role requires a detail-oriented individual with strong communication, organizational, and analytical skills. High-level proficiency in Microsoft Excel is mandatory for this position.

Responsibilities

1. Property & Tenant Management

- Assist in daily oversight of properties to ensure smooth operations.
- Handle tenant inquiries, complaints, and service requests.
- Maintain tenant records, lease agreements, and tenancy files.
- Conduct periodic site visits to assess property condition.

2. Lease Administration

- Prepare tenancy agreements, renewal notices, and termination letters.
- Ensure timely collection of rent and follow up on arrears.
- Maintain deposit summaries, contract registers, and occupancy reports.

3. Financial & Reporting Support

- Prepare rental income schedules and arrears reports.
- Assist with budget preparation and expenditure tracking.
- Reconcile rental payments with the Finance Department.
- Use advanced Excel functions including pivot tables, dashboards, formulas, and data analysis tools.

4. Maintenance & Vendor Coordination

- Coordinate maintenance tasks and follow up with contractors.
- Maintain logs of maintenance issues and vendor invoices.

5. Compliance & Administration

- Ensure all documents and statutory requirements are updated.
- Draft notices, memos, and communication to tenants.
- Prepare meeting minutes, action logs, and monthly reports.

Education & Qualifications

- Bachelor's degree in Real Estate, Property Management, Land Management, Business Administration, or related field.

Requirements

- 2 to 5 years of experience in real estate or property management.
- High-level Excel proficiency is mandatory.
- Knowledge of lease agreements and property operations.
- Strong communication skills and attention to detail.
- Ability to work independently and maintain professionalism.

Characteristics

- Tenant relationship management
- Analytical and reporting skills
- Time management and multitasking
- Problem-solving and proactive follow-up
- Negotiation and communication abilities
- Teamwork and professional conduct

Driving Licence

Not Required

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