

Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

Job Title Job Location Category

Real Estate Officer Arusha

Job Type Job level Industry

Full Time Intermediate Manufacturing

Open to Expatriates

Only Open to Tanzanian Nationals

Minimum Requirements

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

To Apply for This Job Click Here