

# BALWIN PROPERTIES

## CAREER OPPORTUNITY



## Estate Manager

### QUALIFICATIONS & EXPERIENCE REQUIRED

- Property Management Diploma and/or relevant qualification
- 3 Years Working Experience - Post qualification
- Experience Type : Property Management
- Required: Strong client relations and management of an estate

Position Type:	<b>Permanent</b>
Job Role:	<b>Estate Manager</b>
Location:	<b>Eastlake Residential Estate</b>
Benefits:	<b>Provident Fund / Medical Cover</b>
Joining Date:	<b>As soon as possible</b>

### SKILLS REQUIREMENTS

- Ability to build strong relationships with various stakeholders.
- Ability to plan, organise and execute on deliverables efficiently.
- Strong knowledge and understanding of estate management (maintenance, gardens, etc).
- Ability to lead and manage teams effectively.

### DUTIES AND RESPONSIBILITIES

- Oversee estate operations, including maintenance and residential services.
- Ensuring utilities and common services are functional and managed effectively.
- Maintain an approved list of contractors and suppliers.
- Scheduling and supervising contractor activities.
- Ensuring contractor compliance with estate rules and procedures.
- Efficient management of snags and maintenance, through timely resolution of issues and reporting maintenance requirements in common areas and units.
- Providing support and assistance to residence regarding estate operations.
- Facilitating the onboarding of new residents and ensuring a smooth check-in process.
- Supporting and mentoring the security team in order to ensure that they are enforcing the required access control protocols.
- Monitor and manage contractor and visitor access.
- Implement and manage the estate's horticultural plan and cleaning programmes.
- Efficient collaboration with various Balwin divisions, in particular the Rentals Division.
- Preparation and presentation of weekly and monthly reports at management meetings.
- Accurate and timely minuting of meetings and distribution of minutes and action items.
- Schedule, prepare and facilitate weekly and monthly site meetings.
- Willingly and effectively performing any ad hoc tasks and duties given by the management team of Balwin Rentals.
- Ability to use initiative to manage issues that may arise unexpectedly.
- Highlight potential risks and provide possible mitigating recommendations to the management team.

### SKILLS AND TRAITS

- Deadline driven
- Ability to work well under pressure
- Excellent verbal and written communication
- Good interpersonal skills
- Keep confidentiality essential
- Ability to work on multiple tasks
- High sense of urgency
- Good attention to detail
- Ability to problem solve
- Reliable and dependable

Should you wish to apply please send a motivational letter, CV, ID and Academic Records to [careers@balwin.co.za](mailto:careers@balwin.co.za)

