

WE ARE HIRING

Property Officer

(Ref: HC/PO/pv/0123)

The job incumbent will be responsible for the maintenance and upkeep of the properties under his/her responsibility.

Reporting to the Property Manager, the job incumbent will be mainly required to:

KEY RESPONSIBILITIES

- Hold regular meetings with tenants.
- Establish and prioritize facilities maintenance tasks on a daily basis.
- Obtain, compare and analyse quotes for approved tasks prior to presentation to the Property Manager.
- Ensure that all repairs and contracts are commenced and completed in accordance with agreed timelines and budget.
- Supervise appointed contractors and ensure satisfactory quality of work.
- Assist in ensuring that properties within the portfolio meet all regulatory compliance requirements (fire clearances and certificates, etc.).
- Ensure that properties are safe and void of any danger to their occupants, visitors, and workers at all times.
- Establish and foster positive business relations with stakeholders at all levels.

QUALIFICATIONS & EXPERIENCE

- School Certificate.
- Successfully completed NTC 2/ City & Guilds qualifications Part 2 and CAP, BEP or equivalent (Electrical or Mechanical).
- At least 5 years' hands on experience in industrial mechanical/electromechanical field.

OTHER PREREQUISITES

- Ability to prioritise work and meet strict deadlines.
- Excellent organisation skills.
- Good communication skills.
- Dynamic and entrepreneurial.
- Manual driving license.

Candidates are invited to send their application letter and detailed CV via e-mail to info@bloomage.mu with reference "Ref: HC/PO/pv/01.23." in the subject title.

Closing Date: 27 January 2023

Only the best candidates will be called for an interview.