

## WE ARE HIRING

# Operations Manager (Ref: OM/BL/0324)

We are seeking a highly motivated and experienced Operations Manager to join our team. The incumbent will be responsible for overseeing operational aspects of our property portfolio, including maintenance, procurement, and tenant relations. The candidate will also assist in the implementation of the Company's ESG (Environment, Social and Governance) initiatives.

### KEY RESPONSIBILITIES

- Oversee day-to-day operations of properties, including maintenance, and tenant relations.
- Negotiate, evaluate and administer service contracts for all suppliers and vendors.
- Implement operational policies and procedures to ensure efficient and effective property management.
- Coordinate with operations staff, contractors, and vendors to ensure timely completion of work.
- Manage works within tenant premises.
- Ensure compliance with all relevant laws, regulations, and company policies.
- Prepare property portfolio operating and capital budgets for approval.
- Provide regular updates to senior management on property performance and operational issues.
- Implement ESG strategies and policies across the Company and collaborate with internal teams to integrate ESG principles into business processes.
- Perform onsite visits and reviews together with internal teams to evaluate property condition and performance.
- Manage and monitor the fire certificate renewal process on each premises and provide regular update to senior management.

### QUALIFICATIONS & EXPERIENCE

- Bachelors degree in Engineering or Business or any other relevant qualification
- Minimum of 5 years experience in Facilities and/or Property Management
- Strong proficiency in MS Office suite

### OTHER PREREQUISITES

- Team Player
- Strong client-service focus
- Excellent organisation skills
- Excellent interpersonal and communication-both written and verbal-skills
- Dynamic, entrepreneurial and detailed oriented
- Ability to work under pressure and with little direction
- Driving license

Candidates are invited to send their application letter and detailed CV via e-mail to [info@bloomage.mu](mailto:info@bloomage.mu) with reference "Ref: OM/BL/0324" in the subject title.

**Closing Date: 5 April 2024**

Only the best candidates will be called for an interview.