

JOB DETAILS

Job Title	Location
Residential Property Manager	Bahrain
Department	Direct Reports
Property Management	Director – Property Management
How to Apply	Date Prepared
Email CV to bahrain@cbre.com	17/06/2020

JOB SUMMARY

The core purpose of this position is to manage the operational functionality of a residential portfolio. The role will include regular engagement with all estate stakeholders to ensure the optimum functionality of the developments in line with the Client's and CBRE's vision of premium service delivery. A fundamental part of this role is mobilisation management from contract completion and the setup of all policies, processes and procedures, therefore, previous experience of set up management is essential. It will also be hugely advantageous if the candidate has worked in a residential environment previously.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Key Tasks

- To negotiate lease renewals
- To communicate regularly with the client as part of regular monitoring and reporting on the delivery of services, including rental arrears and expenditure
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- To receive, process and document all leases and other agreements including notification to municipality
- Liaison with the accounts team on all aspects of accounting especially with regard to credit control. To ensure applications, receipts and statements of account are promptly sent to tenants
- To administer all lease agreements and ensure compliance by tenants including renewals, amendments and terminations
- To ensure receipt of regular reports from all operation and maintenance (O&M) contractors on site and to ensure they are fulfilling the requirements in their scope of work
- To ensure tendering is undertaken every two years for O&M contractors
- To prepare a monthly report for the client
- To regularly monitor delivery of the leasing and management agreement
- Manage the move in/out process for tenants
- To coordinate any maintenance requests from Tenants and to arrange quotations for works where required
- To oversee the building watchman and security/maintenance teams

DOCUMENT NAME: Job Description – Residential Property Manager

This is an official CBRE Human Resources document and is intended for internal distribution to company employees only. This job description has been designed to indicate the general nature and level of work performed by employees in this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.

OTHER DUTIES AND RESPONSIBILITIES

Communication Skills

- Ability to comprehend and interpret instructions, short correspondence, and memos and ask clarifying questions to ensure understanding.
- Ability to write routine reports and correspondence.
- Ability to respond to common inquiries or complaints from clients, co-workers, and/or supervisor.

Financial Knowledge

- Understanding and experience of double entry bookkeeping and preparation of simple financial statements

Reasoning Ability

- Ability to understand and carry out general instructions in standard situations. Ability to solve problems in standard situations. Requires basic analytical skills.

Other Skills and Abilities

- Intermediate knowledge of computer software particularly MS Excel.
- Excellent time management skills and prioritising tasks
- High degree of attention to details
- Ability to work as part of a small and friendly team

Commitment to Values

Demonstrated ability to adhere to an organisational set of core values and act in line with those values. Our CBRE R.I.S.E. values:

RESPECT – Treat everyone with dignity, value their contributions, and help one another succeed.

INTEGRITY – Uphold the highest ethical standards in our business practices.

SERVICE – Dedicate ourselves to making a meaningful impact with our clients and in our communities.

EXCELLENCE – Aspire to be the best in everything we do and drive for continuous improvement.

RESPONSIBILITY

Supervisory Responsibility

- No formal supervisory responsibilities in this position.

Scope of Responsibility

- Decisions made with general understanding of procedures and company policies to achieve set results and deadlines.

EXPERIENCE AND QUALIFICATIONS

Qualifications	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
Education and Experience	Minimum of five years of related experience within the Bahrain property market.
Languages	Fluency in English, verbal and written. Arabic and other languages are advantageous.
Professional Certification/Licenses	Bahrain Driver's License