

## Commercial Property Manager Jobs In Abu Dhabi | Savills Middle East

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Commercial Property Manager Jobs In Abu Dhabi | Savills Middle East

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Working as part of the Property Management team, Property Manager is responsible for overall management of assigned properties within the portfolio, to satisfy the requirements of our clients and tenants. The role is to preserve and increase the value and integrity of the properties and to meet the financial objectives of the ownership and management. This is a Commercial/Retail and F & B management role.

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Responsibilities

Screening the new, existing & vacating tenants for payments with regards to arrears of the assigned portfolios

Full responsibility of managing the properties assigned

Preparing monthly invoicing, reports along with other occupancy reports as & when required by the landlords

Act as a single point of contact for the Client in respect of all day to day matters relating to each property

Carry out regular inspections of all properties in the project portfolio

To inspect and examine maintenance requirements via a detailed report and prepare defect liability reports

Contribute directly towards improving the Property and Facilities Management processes,

training and mentoring of junior operations staff

Enforce term of rental agreements, lease renewals and rent reviews

Ensure compliance with relevant laws and regulations

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Requirement

Educated to bachelor's degree and/or equivalent

At least 3 years hands-on property management experience

Excellent knowledge and experience of relevant legislation and procedures

Strong communication skills

Has broad knowledge of principles and practices of related disciplines

Working knowledge of contracts and agreements

Computer proficiency including MS Office and Excel

Knowledge of relevant local, state and federal legislation and regulations

Strong negotiation and customer service orientation skills

Attention to detail

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