



Good Shepherd Sisters
At Walai Good Shepherd, Kota Kinabalu, Sabah

WE ARE HIRING

Title: Property and Maintenance Manager

Location: Kota Kinabalu, Sabah

Job Description:

We are currently seeking a qualified and experienced Property Manager who will oversee the daily operations and management of our properties. As Property and Maintenance Manager, the candidate is expected to undertake a broad range of physical and administrative tasks to ensure that, at all times the buildings and grounds of the properties are maintained and well-kept.

The Property and Maintenance Manager is required to develop and implement proactive maintenance programmes and be responsible for the prioritisation and oversight of works required.

Responsibilities:

- Manage all aspects of our properties, including leasing, rent collection, maintenance, and tenant relations
- Conduct regular property inspections to ensure compliance with safety, health, and housing regulations
- Coordinate and supervise property repairs and maintenance, including the procurement of contractors and vendors
- Advertise vacancies, screen potential tenants, and conduct thorough background checks
Develop and execute marketing strategies to attract and retain tenants
- Address tenant concerns, resolve disputes, and enforce lease agreements
- Stay up to date with market trends, rental rates, and industry best practices

Requirements:

- Diploma/Degree in Property or Building Management
- Proven experience as a Property and Maintenance Manager or similar role
- Competent in Property management laws and regulations
- Preferably trained in OSHA and First Aid
- Excellent communication and interpersonal skills
- Proficient in English and BM.
- Strong Organizational and time-management abilities
- Valid driver's license and reliable transportation

To apply, please submit your resume and a cover letter outlining your relevant experience and qualifications to jossiergs@gmail.com before or by 20 October 2023. We look forward to reviewing your application.