



PR/122282 | Property Manager

Job Information

Recruiter
[JAC Recruitment Indonesia](#)
Job ID

1504436

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

November 19th, 2024 10:53

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Responsibilities:

1. Advisory and Proposal Services: Provide strategic advice and proposals to the Project Management team and project owners regarding property operations.
2. Facilitation of Owner Discussions: Facilitate discussions with property owners and support decision-making processes for property operations, including cost and responsibility demarcations between different property sections.
3. Document Review: Review construction-related documents, including drawings, from a property management perspective, ensuring plans for utilities, security, key management, and fitout demarcations are in place.
4. Financial Estimations: Provide financial estimations in the early project stages to support project owners, including OPEX, CAPEX, sinking fund, and long-term maintenance planning.
5. Property Management Plan Drafting: Develop initial drafts of property management plans, including zone/area setup, stacking plans, and management vendor structures.
6. Operational Team Structure: Advise on the structure of the operational team post-building handover.
7. PM Tender Documents: Prepare and implement property management tender.
8. Handover Sessions: Attend handover sessions, including the handover instruction, MEP testing, commissioning, and document review.

9. Reporting and Presentations: Prepare reports and presentations related to property management planning and setup.
 10. Document Control: Manage document control related to property management planning and setup.
 11. Leasing and Marketing Support: Assist with leasing and marketing activities.
 12. Contract Support: Review and support property management-related contracts, including vendor agreements, utility contracts, and insurance.
 13. PM Team Setup: Support the setup of the property management team appointed by the project.
 14. SLF and Certification: Assist with SLF and certification processes.
 15. Pre-Opening Event Promotion: Support the promotion of pre-opening events.
 16. Owner Support: Provide direct business and activity support to the property owner.
 17. Coordination with Hotel and SA Operators: Coordinate with hotel and serviced apartment operators as necessary.
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Company Description