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Indonesia

## PR/122282 | Property Manager

### Job Information

**Recruiter**[JAC Recruitment Indonesia](#)**Job ID**

1507380

**Industry**

Real Estate Brokerage, Management

**Job Type**

Permanent Full-time

**Location**

Indonesia

**Salary**

Negotiable, based on experience

**Refreshed**

December 3rd, 2024 10:19

### 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