



JAC Recruitment

We are recruitment specialists around the globe

Indonesia

PR/122282 | Property Manager

募集職種

人材紹介会社

ジェイエイシーリクルートメントインドネシア

求人ID

1504436

業種

不動産仲介・管理

雇用形態

正社員

勤務地

インドネシア

給与

経験考慮の上、応相談

更新日

2024年11月19日 10:53

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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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会社説明