

Hangala

Vacancy: Property Administrator

Hangala Group is a diversified company with its core business in agribusiness, financial services, properties and construction. The Group also has investments in transport and resources.

We are an equal opportunity company that is offering a position of **Property Administrator** to a motivated, experienced and suitably qualified person. Hangala Properties have a host of properties in its portfolio & exciting prospective projects reaching maturity. The successful candidate will be reporting to the Managing Director of Hangala Properties.

Requirements:

- Registered with NEAB Agent
- At least 5 years' experience in property management, property development, or equivalent;
- Good communication skills in English (other languages will be an advantage)
- Must have own transport
- Tertiary qualification In fields related to property management a significant advantage
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Competencies:

- Must have a good understanding of the real estate market in Namibia;
- Must also have knowledge and understanding of Body Corporate;

Key Performance Areas:

- Co-ordinate property administration for the Group and Company;
- Establish and Maintain relationships with clients;
- Liaises with real estate agents/consultants/prospective tenants;
- Liaise with conveyancers on property registration process;
- Liaise with local authorities;
- Conduct market and risk assessments for prospective acquisitions;
- Be responsible for property marketing and brand building activities;
- Responsible for property sales and rentals;
- Monitors market/competitor trends;
- Vetting and placement of tenants
- Ensure accurate weekly, monthly and annually sales and other reporting for each project/property;
- Setting up project meetings and taking minutes

To apply, please follow instructions provided on the website www.hangala.com.

Closing Date: Friday, 20th January 2023

Only shortlisted candidates will be contacted

