

## Property Caretaker at NW Realite Limited

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Company: JobWebKenya

Location: Kenya

Category: business-and-financial-operations

### Job Description

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NW Realite Limited is a property consultancy firm established out of a merger of competencies between Ngotho Wathome Limited (Incorporated in ) and Realite Limited (Incorporated in ) having over twenty five years active presence in the real estate industry in Kenya. The firm, which is % locally owned provides real estate information technology solutions, valuation services, property management, facilities management, estate agency and property development consultancy services. NW Realite operates within the confines of legislation that govern the practice of estate agency and valuation in Kenya. The company principals are all members of the Institution of Surveyors of Kenya and are registered under the Valuers Act Cap and Estate Agents Act Cap of the Laws of Kenya. The company has its main offices in Nairobi and site offices in Mombasa, Thika, Machakos, Eldoret and Nakuru towns.

### RESPONSIBILITIES

Cleaning and maintenance: You will be responsible for cleaning and maintaining the property, which will include sweeping, mopping, and dusting the following areas

Rent/Service Charge Collection

Supervision of service providers

Overseeing repairs and maintenance of the building in liaison with the property manager.

Attending to tenants' issues/complaints.

Letting and Reletting of vacant spaces in liaison with the agency department

Assist in the preparation of property reports

Mail/record keeping

### **Knowledge & Experience Required**

Possession of a Diploma or Certificate in any field)

3 years of experience in Property Management

Self-driven

Excellent verbal and written communication skills

A proven ability to build strong client relationships

TeamPlayer

Commercially Focused (Has a good understanding of the business environment and the impact their behavior has on the reputation and financial performance of the company)

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