



VACANCY

DEVELOPMENTAL POSITION: PROPERTY COORDINATOR LEASEHOLD TWO YEAR FIXED-TERM CONTRACT – BUTTERWORTH GRADE – BETWEEN GRADE 8 - 9: DEPENDING ON EXPERIENCE AND QUALIFICATIONS OF THE CANDIDATE

The role's primary responsibility is to oversee and manage all facets of the leasehold function within the designated portfolio of properties. The role encompasses lease administration, rental collection, general leasehold, and property care, and ensuring high levels of customer satisfaction. The responsibilities relating to lease administration include coordinating the drawing up of lease agreements in consultation with legal services, undertaking property inspections and attending to all tenant related matters associated with tenancy for the duration of the lease, performing regular property inspections as well as monitoring and management of timeous lease renewals. The incumbent shall also be responsible for providing support relating to investment assets management, property insurance administration, maintenance and upkeep of the property portfolio allocated to the incumbent.

MINIMUM REQUIREMENTS

- National diploma in real estate, commerce, or other relevant property management field.
- Minimum of two (2) years relevant working experience in property management, facilities management or relevant commerce environment.

This is a fixed term position in line ***Framework for recruitment of Unskilled Labour, Entry level worker and development personnel***. The successful candidate will be subjected to signing of a performance contract and verification of qualifications. If you have not been contacted within eight (8) weeks after the closing date of the advertisement, please regard your application as unsuccessful.

In making these appointments, the ECDC reserves the right to apply the principles enshrined in the Employment Equity Act, its policies, and plans.

Please send your detailed CV and certified copies of qualifications to
The Human Resources Department
Tel: (043) 704 5783
Email: humanresources@ecdc.co.za
Closing date: 19 December 2024