

ASSISTANT PROPERTY MANAGER

ABOUT US

HassConsult is a leading real estate company with a 33-year legacy in the Kenyan market. We pride ourselves on creating and delivering innovative real estate solutions to drive wealth creation and lifestyle transformation for our clients.

POSITION OVERVIEW

We are seeking a detail-oriented and organized Assistant Property Manager to join our team. The Assistant Property Manager will be responsible for assisting in the management of rental properties, handling tenant issues, collecting rent payments, communicating with landlords, coordinating property maintenance and repairs, and ensuring tenancy agreements are renewed in a timely manner. The successful candidate will report directly to the Property Manager and work closely with them to ensure the smooth operation of our rental properties.

KEY RESPONSIBILITIES

1. Assist in managing rental properties and ensuring they are well-maintained and in compliance with regulations.
2. Handle tenant inquiries, complaints, and issues in a professional and timely manner.
3. Collect rent payments and follow up on any outstanding payments.
4. Communicate regularly with landlords to provide updates on property performance and address any concerns.
5. Coordinate repairs and maintenance work with contractors and vendors.
6. Ensure tenancy agreements are renewed on time and all necessary documentation is in order.
7. Conduct property inspections and address any maintenance or safety issues promptly.
8. Assist in marketing and showing vacant rental units to prospective tenants.
9. Maintain accurate records of rental payments, expenses, and property maintenance activities.
10. Assist the Property Manager in other duties as needed to support the overall management of the properties

QUALIFICATIONS

1. Bachelor's degree in real estate or similar degree.
2. At least three years previous experience in property management or a related field.
3. Ability to manage multiple clients and tasks simultaneously.
4. Strong communication and interpersonal skills.

5. Excellent organizational and time management abilities.
6. Detail-oriented, self-motivated and able to work under minimal supervision.
7. Problem solving abilities with a client-focused approach.
8. Knowledge of landlord-tenant laws and regulations.
9. Proficiency in property management software, CRM and Microsoft Office applications.

HOW TO APPLY

Interested candidates are invited to submit their resume and cover letter detailing their qualifications and experience to careers@hassconsult.com by 1st July 2024 with the words “Assistant Property Manager” in the subject line.