Job Title: Property Manager

Company: [Insert Company Name]

Location: [Insert Location]

Salary: [Insert Salary Range]

Job Type: Full-time, Permanent

We are seeking a highly motivated and experienced Property Manager to join our team. The successful candidate will be responsible for managing a portfolio of properties, ensuring that they are well-maintained and fully operational.

Responsibilities:

* Manage a portfolio of properties, including commercial and residential properties.
* Develop and implement effective property management strategies to ensure that all properties are well-maintained and fully operational.
* Oversee the day-to-day operations of the properties, including building maintenance, rent collection, tenant relations, and lease administration.
* Ensure that all properties comply with relevant legislation and regulations, including health and safety regulations.
* Develop and manage the property management budget, ensuring that all expenses are within budget and that cost-saving measures are implemented wherever possible.
* Develop and maintain strong relationships with tenants, landlords, and external contractors to ensure that all properties are maintained to a high standard.
* Conduct regular property inspections to identify and address any maintenance or repair issues.
* Develop and implement effective marketing and leasing strategies to ensure that vacant properties are leased quickly.

Requirements:

* Proven experience as a Property Manager, with a strong track record of managing properties and delivering high-quality services.
* Excellent knowledge of property management best practices and relevant legislation and regulations.
* Strong communication and interpersonal skills, with the ability to build relationships with tenants, landlords, and external contractors.
* Results-driven, with a passion for achieving targets and delivering a high standard of service to clients.
* Strong problem-solving and decision-making skills, with the ability to identify and address issues promptly.
* A relevant degree or professional qualification in property management, real estate, or a related field.

If you are an experienced Property Manager with a passion for delivering high-quality services and building strong relationships with tenants, landlords, and external contractors, we would love to hear from you. Please submit your CV and a cover letter for consideration.

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