

## **Post: Estate Manager**

### **Qualifications & Skills required**

- Bachelor's degree in Business Administration, Real Estate Management, Hospitality, or related field.
- Proven experience (typically 5+ years) in property management, estate management, or a related role.
- Strong understanding of property operations, maintenance, and budget management.
- Excellent leadership, communication, and interpersonal skills.
- Proficiency in property management software and MS Office Suite.
- Knowledge of legal and regulatory requirements in property management.

### **Job Description**

1. Supervise all property operations and staff.
2. Manage budgets, financial records, and expenses.
3. Coordinate property maintenance, repairs, and renovations.
4. Ensure property security and implement safety measures.
5. Liaise with contractors, vendors, and service providers.
6. Address tenant or client needs and concerns.
7. Organize and manage property-related events or activities.
8. Handle administrative tasks and maintain property documentation.
9. Adhere to legal and regulatory requirements in property management.