

Position – Asset Manager Oryx Properties Limited – Unlisted Fund



Position Overview

An exciting opportunity to work for the largest unlisted property mandate in Namibia, this position will report to the Fund Manager. You will assist the Executive Team to identify and action development - and investment opportunities in the market with the aim of launching and expanding the asset base of the fund. The function will embody the building of relationships in the industry with the relevant stakeholders and to sustain and maintain existing relationships.

The Asset Manager will focus on growing the income stream of the portfolio and to this end will have an intrinsic knowledge of investment properties and a very good understanding of the markets these properties are located in. In addition to this the streamlining of costs and the maximising of operational efficiencies form part of the focus of growing the income stream.

The Asset Manager will assist the Investment Committee with the annual- as well as semi-annual valuation process to ensure that deadlines are met for reports to be submitted.

The Asset Manager will further focus on the operational management team's performance in reducing the vacancy factors within the respective portfolios and will have a good network to potential tenancies in the market/s. Building new networks, maintaining existing and understanding trends in the various sectors of the market will be imperative.

The Asset Manager will assist the operational management team in the compilation of the annual budgets.

The Asset Manager will prepare regular reports on the performance of the portfolio for submission and presentation to the Investment Committee and Advisory Board.

Job Functions

- Identify and review potential development – and investment opportunities in the property sector.
- Build and maintain relationships within the property investment sphere.
- Regular reviews of the income stream of the property portfolio to identify growth opportunities.
- Studying of the property industry and analysing trends to identify trends and act thereon.
- Investigating and maximizing operational efficiencies within the existing portfolio.
- Coordinating the annual and semi-annual valuation processes.
- Assist the operational management team with the reducing of vacancies across the portfolio.
- Compiling the annual capital budgets of the portfolio while at the same time assisting the operational management team with the operational budgets within the portfolio.
- Preparing regular reports on the asset performances for presentation to various stakeholders.

Qualifications and Experiences

- Tertiary qualification in the property investment field, commerce, law or business management.
- Five years experience in a commercial property investment firm.
- A good understanding of commercial property valuations.
- Fluent in English
- Team player
- Good analytical skills
- Must be well versed in preparing asset reports for presentation to different levels of stakeholder.

Please submit your CV via e-mail to hr@oryxprop.com.na by no later than Friday, 04 October 2024.

This is not a comprehensive job specification and may be changed at any given time.

Oryx Properties is an equal opportunity employer and complies with the Affirmative Action Legislation. People from previously disadvantaged groups meeting the requirements are encouraged to apply. Applicants who do not receive any response within four (4) weeks after the closing date must accept that their applications were not considered favorably. Oryx Properties regrets that it cannot return documents.