

Associate Property Manager – Maerua Retail and Commercial Node Oryx Properties Limited – Windhoek

Position Overview

The Associate Property Manager: Maerua Retail and Commercial Node will report to the Portfolio Manager and be responsible for team leadership, lease renewals and filling vacancies, optimizing tenant mix, maximising net returns, marketing, risk control and building management, budgeting and financial management of the Maerua Retail and Commercial Node. You will have direct reports reporting into you. This may include Marketing, Operations, Leasing Administration and Debtors.

Essential Job Functions

- Negotiation of leases both new and renewals across all categories including anchors, line units, F&B and leisure
- Ensure proper tenant mix in line with business strategy and market demand and to achieve desired footfall
- Oversee and assist with development of sales and leasing plans in conjunction with the leasing team to identify new clients and negotiate with prospective tenants to maximize income in line with the business plan
- Ensure accurate and on time tenant billings and recoveries and perform regular lease audits.
- Market research and liaison with key stakeholders.
- Follow up on the collections.
- Prepare, review and adjust financial budgets, systems and processes and monitor performance against budget.
- Compile and ensure the timeous submission of the monthly management report packs to the Portfolio Manager.
- Performance management, training, team building and development of staff.
- Oversee Development, implementation, and the upkeep of the corporate mall identity - ensure adherence to corporate brand guidelines.
- Overseeing and implementation of marketing strategy.
- Responsible for community public relations.
- Tenant management and query resolution.
- Develop and maintain a long-term beneficial relationship with all existing tenants, associations and Retail Groups to ensure continued and future business.
- Develop and implement a structured business plan for the mall covering all key components of mall operations.
- Monitor and report tenant sales performance, market competitor activities and provide relevant reports and information to management.
- Ensure that management implements day-to-day risk control within the center/portfolio.
- Implement controls and programs for overall adherence to relevant legislation, including Occupational Health & Safety Act.
- Develop, implement, and maintain approved procedures and systems across all mall functions to ensure smooth co-ordination / co-operation among various internal departments to facilitate business needs and deliver positive customer and tenant experiences.
- Oversee preparation of plans and schedules for regular and periodic maintenance in conjunction with the Operations Manager and follow up on quality and execution.
- Oversee and manage the property maintenance together with the Operations Manager and on-site technical team.
- Energy Management (including meter readings) & Municipal Accounts (including electrical recoveries).

Requirements

- Minimum of Grade 12
- Preferably a post-graduate qualification in Property related field or Finance.
- Minimum of 3 - 7 years' experience in Property Management
- Strong negotiator
- Skilled in management and leadership
- Excellent written and verbal communication skills
- Energetic, enthusiastic and dynamic individual
- Ability to multi-task and work in a methodical manner
- Good interpersonal and problem-solving skills
- High tolerance for stress
- Customer and quality focused
- A valid Code B driver's license