

Property Recoveries Administrator – Oryx Properties Limited – Windhoek

Position Overview

The purpose of the Property Recoveries Administrator is to ensure accurate expense recoveries on the respective property portfolios and engage with local authorities on queries and review monthly exceptions.

Essential Job Functions:

- Municipal recoveries in line with lease agreements
- Other expense recoveries in line with lease agreements
- Body Corporate – Clearance certificates
- Marketing related recoveries
- Ad hoc tenant adjustments
- Reporting on monthly recoveries performance and investigating variances to budgets/ forecasts
- Daily capturing of receipts

Non-essential Job Functions

- Admin assistance on the portfolios

Requirements

- Accounting and or financial/mathematical qualification.
- 4-6 years hands-on administration experience.
- Computer literate with emphasis on Excel and or similar. Experience on MDA and Power BI will be an added benefit
- Ability to sort, check, count, and verify numbers
- Ability to multi-task, prioritize and work efficiently
- Ability to listen, communicate (written and verbal), excellent grammar, spelling and proof-reading skills and follow-up effectively with customers.
- Ability to work independently, self-starter, energetic
- Ability to demonstrate good common sense and sound judgment
- Good interpersonal skills are vital

Other Skills/Abilities

- Knowledge of lease agreements

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

Kindly submit your CV via e-mail to hr@oryxprop.com.na by no later than 11 March 2025

*Please take note that only shortlisted candidates will be contacted

*Candidates not meeting the minimum requirements will not be considered

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 favourably. Oryx Properties regrets that it cannot return documents.