



Operations Manager – Maerua Retail and Commercial Node Oryx Properties Limited – Windhoek

Position Overview

The Operations Manager ("OM") within the facility management discipline will be responsible for the day-to-day activities of all building maintenance as well as all capital projects, including preventative maintenance. The position requires competencies in all disciplines of facility and building management, including new technology.

Essential Job Functions

- Developing and implementing facility management procedures and policies and ensuring constant compliance with these procedures and policies.
- Project management in a retail environment
- Managing budgets and financial planning for facility operations.
- Overseeing facility coordinator(s) and handymen, as well as support staff.
- Ensuring compliance with regulatory requirements and safety standards, including risk management and emergency procedures.
- Handling vendor and supplier contracts and relationships, including all soft services such as cleaning, security, landscaping, waste management, parking, and O&M agreements related to solar energy.
- Developing and implementing operational strategies to optimize efficiency and profitability.
- Handling financial aspects such as budgeting (capital, fixed, and variable expenses), accounting, and forecasting.
- Managing tenant relationships and resolving any escalated issues.
- Reporting on all capital repairs, maintenance, and preventative maintenance matters.
- Conducting regular site visits to report on conditional reports, tenant and landlord responsibilities, and related tasks.
- Being available for after-hours work and standby duty when required.
- Maintaining full responsibility for asset registers, including maintenance, additions, and asset removal.
- Assisting the Centre Manager / Property Manager with indoor and outdoor signage, including advertising signage coordination.
- Coordinating and ensuring that entry and exit inspection reports and site handovers meet high standards.
- Managing tenant installations, revamps, upgrades, and planned preventative maintenance projects.

- Overseeing optimal recovery in terms of resource consumption (water, electricity, etc.) through smart metering and proactive service-level requirements.
- Performing any other duties required within the scope of facility and property management.
- Added advantage will be to use Auto-cadd or similar

Requirements

- Minimum of Grade 12
- Minimum 5 years experience in a property related field
- An advantage would be a post graduate degree
- Excellent written and verbal communication skills
- Energetic, enthusiastic and dynamic individual
- High tolerance for stress
- Customer and quality focused

Operations Manager

Link: [https://www.trending-](https://www.trending-talent.com/Home/VacancyDetails?VID=kWcOvrS1d6FGeS1CalGGYg==)

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QR Code



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

Kindly submit your CV via the link by no later than 22 April 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.