



Senior Lease Controller – Oryx Properties Limited – Windhoek

Position Overview

The **Senior Lease Controller** plays a critical role in ensuring the accuracy, compliance, and efficiency of lease-related processes within the property management portfolio. This position is responsible for maintaining the integrity of lease data across systems, supporting space and utility recovery processes, and driving standardisation of lease documentation. The role involves detailed analysis and audits of tenant charges, recoveries, and property-related expenses such as rates and taxes.

Essential Job Functions

- Ensure lease accuracy through to system
- Check and assist with reconciling space management and ensure that these changes appear in the recoveries calculation.
- Annual audits on tenant charges and recoveries
- Utility recovery overview and where required, assist finance and recoveries team with investigations.
- Lease documentation standardisation and process flow
- Ensure FIA compliance on all leases
- Sign-off on audited turnover calculations and assist where required to follow up with tenants,
- Sign off on stamp duty calculations
- Ad hoc system adjustments and audits
- Annual Rates and Taxes, Waste Management (where applicable) and Refuse Removal calculation and adjustments.
- To establish and maintain effective support services for property management functions of the portfolio.

Requirements

- Minimum Grade 12, but property/accounting related qualification an advantage.
- Background in lease administration and property related services.
- Attention to detail, meticulous

- Proficiency in Microsoft office and MDA would be an added benefit.
- Ability to work independently, self-starter
- Ability to multi-task and prioritise
- Good communication and interpersonal skills

Senior Lease Controller

Link:

<https://www.trendingtalent.com/Home/VacancyDetails?VID=tUHj8NaQ+NB1guz1MKIRRA==>

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.