
DATE ADVERTISED: 16 APRIL 2024



VACANCY

PROPERTY COORDINATOR: LEASEHOLD X 2 (MTHATHA AND BUTTERWORTH) PERMANENT CONTRACT GRADE 13 – (Total Cost to Company)

The role's primary responsibility is to oversee and manage all facets of the leasehold function within the designated portfolio of properties. The role encompasses lease administration, rental collection, general leasehold, and property care, and ensuring high levels of customer satisfaction. The responsibilities relating to lease administration include coordinating the drawing up of lease agreements in consultation with legal services, undertaking property inspections and attending to all tenant related matters associated with tenancy for the duration of the lease, performing regular property inspections as well as monitoring and management of timeous lease renewals. The incumbent shall also be responsible for providing support relating to investment assets management, property insurance administration, maintenance and upkeep of the property portfolio allocated to the incumbent.

KEY PERFORMANCE AREAS

The incumbent shall be responsible for the following:

a) Lease Administration

- Actively seek out tenants to occupy vacant ECDC Properties.
- Provide clients with application forms and ensure that all application documents are in place and accurate when returned to ECDC.
- Draw up the lease agreements in consultation with Legal Services
- Ensure tenants understand the terms of their lease agreement/s.
- Support and prepare submissions to the PAC for consideration.
- Ensure that internal processes are followed before the tenant is given the key to the property.
- Draft the acceptance letter to tenant of the property.
- Undertake inspection (ingoing and outgoing), and all tenant related matters associated with tenancy for the duration of the lease.
- Provide the Portfolio supervisor with a checklist of the status of the property.
- Maintain good record of communication and document management.
- Actively monitor and manager leases up for renewal well ahead of time.
- Actively deal with problematic tenants and remain engaged through any negotiations, debt collection, legal eviction, lease cancellation, etc
- Regular calls / visits with Tenants (at least quarterly)
- Maintain professionalism throughout
- Adhere to the prevailing ECDC Property Policies and Processes and uphold the image of the ECDC.
- Provide all relevant information to management where required.

b) General Leasehold and Property Care

- Take note of property condition at the beginning and end of lease periods
- Engage with Facilities Management to assess work required where standard of property and maintenance is lacking. Get quotes and approvals to allow tenants to do the relevant repairs and maintenance where facilities management is not in a position to do so.
- Perform regular property inspections (At lease quarterly)
- Take care in managing the filing and documenting of all items related to each lease.
- Support the initiatives of Supervisor, Regional Property Manager, and Senior Manager.

c) Customer satisfaction

- Routine visits to tenants to check the satisfaction of tenant.
- Maintain good relationship with the tenant and service providers.
- Resolve customer queries relating to rental.

MINIMUM REQUIREMENTS

- National diploma in commerce, engineering, legal or other relevant field.
- Minimum of three (3) years relevant working experience of which at least two should be in property management, facilities management or other relevant environment.

This is a permanent position, and the successful candidate will be subjected to signing of a performance contract and verification of qualification. If you have not been contacted within eight (8) weeks after the closing date of the advertisement, please regard your application as unsuccessful.

In making these appointments, ECDC reserves the right to apply the principles enshrined in the Employment Equity Act, its policies, and plans.

Please send your detailed CV and certified copies of qualifications to

The Human Resources Department

Tel: (043) 704 5783

Email: humanresources@ecdc.co.za

Closing date: 29 April 2024