

General Manager

Location: Nairobi CBD on commercial street.

Job purpose

- To look after buildings, housing, industrial spaces and other property to make sure it is in good working order, looks clean and well-maintained and everything is in working order

Our client is a small yet highly successful property management firm in Nairobi. Entering the 10 year mark in terms of operation the firm is well established and very highly rated within Nairobi, attaining the majority of their business through referrals. The Companies current GM is moving on after a full 10 year period in the firm and so we are not looking for the perfect individual to fill somewhat large shoes!

The organization is in a period of change as after 10 years they are now ready for growth and expansion. This is a unique opportunity to lead a well established, well experience team through a period of change and growth.

The ideal individual will have good experience of the industry as well as solid management experience. Additional experience in managing a team through a period of growth or change would be an added benefit.

If you are looking for a challenge and feel that you have the right leadership qualities to really propel a solidly performing Company to the next stage then we would love to hear from you.

Job duties

- Establish rental rate by surveying local rental rates; calculating overhead costs, depreciation, taxes, and profit goals
- Attract tenants by advertising vacancies; obtaining referrals from current tenants; explaining advantages of location and services; showing units
- Contract with tenants by negotiating leases; collecting security deposit
- Accomplish financial objectives by collecting rents; paying bills; forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances;

initiating corrective action

- Maintain property by investigating and resolving tenant complaints; enforcing rules of occupancy; inspecting vacant units and completing repairs; planning renovations; contracting with landscaping and snow removal services
- Maintain building systems by contracting for maintenance services; supervising repairs
- Secure property by contracting with security patrol service; installing and maintaining security devices; establishing and enforcing precautionary policies and procedures; responding to emergencies
- Enforce occupancy policies and procedures by confronting violators
- Prepare reports by collecting, analyzing, and summarizing data and trends
- Accomplish organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments

Skills, Personal traits and Attributes

- **Customer Service Skills:** Working with the existing client base and bringing on board new customers is key to our business. Your client relationship management skills must be top notch.
- **Negotiating Skills:** Working on contractual details with potential tenants, put bids out for work or service on the property, and deal with many people in the community.
- **Organizational Skills:** There are many facets to a general manager's day. Working with tenants, with local government, with public works and paying bills. Organization to get it all done is key.
- **Communication Skills:** General Managers often must speak with tenants, resolve disputes, entice new tenants, answer questions and hire workers. Good communication is key.



Qualifications

- A degree in business, economics, finance or marketing would be preferable
- Must have at least 5-7 years experience of management and preferably in the real estate business.

Salary

- Salary of Ksh100,000 – 150,000 depending on experience.
- Additional benefits can be negotiated such as company car and travel expenses etc.

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