

JOB DESCRIPTION

Position title : CENTRE MANAGER

Position reports to : PORTFOLIO DIRECTOR

Business Unit : PROPERTY MANAGEMENT

*Are you ready to take your career in real estate services to new heights? Excellerate JHI, a renowned industry leader, is seeking a talented **Centre Manager** like you to be part of our exceptional team. With our unique blend of global standards and specialised local knowledge, we create customisable, high-performance solutions that leave a lasting impact on our valued clients.*

At **Excellerate JHI**, we offer comprehensive guidance and support to property owners and occupiers, covering every aspect of their property strategies. From development to buying, selling, leasing, valuing, and asset management, our dedicated professionals are there to provide expert advice every step of the way.

With a collective experience of over 100 years in the local and global property services market, **Excellerate JHI** guarantees that our clients achieve meaningful outcomes through our wide range of services. Our property professionals, optimize client assets by blending their in-depth knowledge of local markets with specialised expertise, premier tools, and abundant resources.

What sets **Excellerate JHI** apart is our commitment to service excellence, innovation, and tailor-made solutions. Our dynamic culture has propelled us to become a market leader and a trusted name in commercial property services. By joining our team, you will have the opportunity to work with like-minded professionals who strive for excellence, embrace innovation, and deliver exceptional solutions to our esteemed clients.

Embark on a rewarding career journey with **Excellerate JHI**, where your talent will be nurtured and your potential unleashed.

We have an exciting opportunity for a **Centre Manager** in a retail property of 68,000m² in the **Rosebank area**.

Main purpose / objective of the position:

To manage a centre by optimising all trading opportunities, including lease agreements, and ensuring that the portfolio financial performance remains sound. Optimizing the building's income stream by establishing and maintaining mutually beneficial relationships with tenants, manage and control personnel, service contractors, repairs, revamps, tenant installations, inspections and general building administration. This position will require an all-rounded property professional. Profit responsible

Decision making authority:

Subject to the mandate as received from Portfolio Management:

Total expense account of a building including all repairs and service contracts, Project Management expenses

Experience / Education:

3-5 years' experience in the property / centre management industry. Minimum qualification

Grade 12 or equivalent. Incumbent must be registered with the Estate

Agency Affairs Board and must hold a valid Fidelity Fund Certificate. A Business (marketing) or a property related tertiary qualification would be a recommendation. Retail experience essential.

Skills required:

Budgeting & Financial Management, Business writing skills (specs & house rules), People management skills, IT literacy (MS Office suite, SAP / NICOR / MDA),

Administration skills, Driver's license

Knowledge required:

Property / Centre Management industry (advanced), basic technical knowledge, contract management, elementary financial management, workable knowledge of Company policies and procedures, in depth knowledge of lease agreements, understanding of cost budgeting, basic knowledge of statutory requirements, general business acumen.

Competencies required:

Problem solving & decision making, Customer Relationship Building, Communication, Team leadership, Financial & business acumen, Confidence, Assertiveness; Negotiation; Analytical Thinking; Tolerance for Stress; Resilience.

Major drivers of work volume:

- Vacancies
- Geographical spread of Cluster
- Grading and complexity of buildings in Cluster.
- Lease renewal cycle
- Level of service required (tenant / building profile)
- Profile of the centre (s)
- Number of building owners

Follow the link provided to join our team

today: <https://excelleratejnicom.simplify.hr/vacancy/fxuyvn>