

PROPERTY MANAGER

JOB SUMMARY:

The Property Manager's responsibilities are:

- ❖ To Head the property in Aseana City, Paranaque. To be a concurrent member of all development associations formed within a locator development owned by Aseana subsidiaries.
- ❖ Coordinate with utility providers for planning and implementation of specific infrastructure programs for Aseana City.
- ❖ Review plans for all development and all locators inside Aseana City.
- ❖ Create & manage the financial budget of ABPEA.
- ❖ Manage the Customer-Service relations function with the locator & buyers of the project.

QUALIFICATIONS:

- ❖ With a minimum of Five(5) years work experience in estate / property / tenant management / or building administration.
- ❖ Graduate of Mechanical / Electrical / Civil Engineering or Architecture.
- ❖ Must possess excellent communication and organizational skills.
- ❖ Must be computer literate in MS Word & Excel.
- ❖ Must be customer and people oriented.

Mail resume with picture to:
3/F Aseana Powerstation Bldg.
D.Macapagal Blvd. cor. Bradco Ave.
Paranaque City

or email:
hrd_aseana@yahoo.com.ph
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