

Lion Global, a proud member of Imperio Group is a broad-spectrum property management service provider that is committed to providing exceptional services to their customers.

Currently, Lion Global is seeking to recruit a Property Manager to join our rapidly expanding team in a large-scale residential project in Limassol.

By joining our team, the successful candidate will have a unique opportunity to build a career in a fast-growing sector, working alongside highly experienced specialists and consultants.

The Role:

As a Property Manager, you will be responsible for the direct management of a number of apartments and buildings, that will be used by their owners or rented out to guests. The Property Manager will be responsible for fully managing the building operations including the common areas management, rental services, guest experience and team management.

Responsibilities include:

- Manage all aspects of properties, ensuring it is properly maintained indoors and outdoors aiming for exceeding the guest's expectations.
- Coordinate with the Housekeeping, Concierge, Security & Maintenance teams to meet the guests' needs.
- Assist owners with general questions, processes and service offerings.
- Promote client satisfaction and retention through staff leadership, social media review, communication, and innovative ideas.
- Design an effective preventative maintenance program to monitor service request turnaround and ensure the responsiveness of the maintenance staff.
- Achieve the highest possible net operating income through the implementation of effective cost control and revenue improvement programs.
- Assist and ensure all customer complaints are handled promptly and appropriately.
- Recruiting, training, supervising and managing staff.
- Be responsible for all Health & Safety matters ensuring working practices are safe and comply with the legislation.
- Be able to identify technical issues and schedule appointments of sub-contractors for any services to be performed at the building either for common areas facilities either for private apartments and inform owners/tenants.
- Maintain all documentation of the buildings and daily logbook documenting all activities of each building.
- Monitor all insurance coverage and administer the filing of all claims made on behalf of the owners.
- Perform regular property inspections to ensure building safety, maintenance, cleanliness, etc.
- Monitor owner/tenant leases and notify unit owners and tenants of upcoming expirations.

- Attracts tenants by advertising vacant spaces for long-term rentals; obtaining referrals from current tenants; explaining advantages of location and services; showing units.
- Contracts with tenants by negotiating long-term leases; collecting security deposits.
- Creating and delivering timely and accurate financial and operational performance reports to the directors of the company that clearly explain operational effectiveness, trends and variances.

Personal/Professional characteristics:

- Holder of a bachelor's degree in Engineering, Real Estate/Property Management, Business Administration or a relevant field.
- 2+ years of experience in property management or in a similar role.
- Excellent knowledge and use of English and Greek is a must.
- Very good use of all Microsoft office applications – Word, Excel, PowerPoint.
- Demonstrated leadership, professional demeanour, and strong client interaction skills.
- Track record of success in building, developing, and retaining high-performance teams would be considered as an advantage.
- A professional appearance.
- Exceptional communication and time management skills are a must.

Benefits:

- Very good remuneration packages based on skills and experience.
- Positive and vibrant working environment.
- Strong opportunities to grow within the organization.

If you identify yourself with the above apply to join us via:

<https://www.lionglobal.eu/careers/>