

JOB DESCRIPTION

Job Title: Building Supervisor	Report To: K Mall General Manager
Location: One KMH Tower	Date: 08 September 2020
<p>Purpose of role: Building Supervisor is working closely with K Mall General Manager to handle and oversee the day-to-day operations and leasing of One KMH Tower and shophouses.</p> <p>Ensure the overall provided services are at high quality standards and consistent to the homeowners and tenants and to ensure achieving occupancy target of building.</p>	
<p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Supervise team to provide high quality services to tenant and homeowner • Enforces internal regulations, building policies and procedures • Work with agencies and leasing team to lease out office space which may include reviewing and negotiating lease transactions and agreements. • Maintain a positive, productive relationship with residents and tenants. • Coordinate handover tasks with tenant or homeowner • Work with K Mall facility supervisor to manages preventive and predictive maintenance, repair, fit-out, demolish construction work and defect fixing to sustain safe and reliable operation for building. • Collaborate with K Mall Operations Manager to manage all in-house and outsourced service providers to fulfil highest quality standards of service and building management ie janitors, security, parking, gardening • Ensure timely rental and management fee collections • Manage budget for building operations 	
<p>Competencies: (Technical and Soft Skill)</p> <ul style="list-style-type: none"> • Good analytical, negotiation, interpersonal, leadership, customer service, presentation and communication skills • A result-oriented, self-motivated, confident, outgoing with initiative and able to work independently • Ability to communicate effectively both orally and in writing both Khmer and English • Proficient in the use of computers and programs such as Microsoft Office • Ability to be flexible, prioritize and manage multiple tasks, as well as solve problems in a timely manner • Good process management and attention to detail • Ability to understand a budget forecast and analysis 	
<p>Qualifications: (Education and Experience)</p> <ul style="list-style-type: none"> • Bachelor degree in related fields. • At least two years of experience in building operation, hotel operation or property management. • Be able to work flexible hours. 	