

POSITION DESCRIPTION

Kumul Minerals Holdings Limited

AM5089 - Property Manager

Kumul Minerals Holdings Limited (KMHL) is the National Mining Company of Papua New Guinea (PNG), operating as a commercial enterprise, principally in mineral exploration, development, production, processing and marketing activities. KMHL is mandated as the exclusive nominee to hold and manage mining investments on behalf of the Independent State of Papua New Guinea.

KMHL currently holds an interest in Ok Tedi Mining Limited (67.7%), Bougainville Copper Limited (17.4%) and is focused on investing in quality mining projects to create more value for our shareholders.

Successful candidates are required to drive strategic direction, retention, growth and expansion through proactive thought leadership and demonstrated value - added advocacy. These are dynamic positions and you must be comfortable with frequent multi-tasking between strategic management, technical, business, finance, and planning activities which are vital for the successful delivery of the roles' responsibilities.

KMHL is now inviting exceptional candidates to apply for this opportunity that will play a key role in shaping the future of PNG's National Mining Company. This position is based in Port Moresby.

PROPERTY MANAGER

The Property Manager will manage the daily operations of all KMHL property, advertise vacant office spaces in Petromin Haus, and handle tenant relations.

Key Responsibilities:

- Preparing and managing budgets
- Attracting new tenants through advertising, property viewings, and encouraging referrals
- Interviewing tenants and running credit checks
- Setting rental rates, negotiating and enforcing lease agreements
- Addressing tenant complaints and inspecting vacated units
- Contracting and supervising repairs and maintenance work
- Collecting rent, dealing with late payments, and handling operating expenses
- Maintaining records of income, expenses, signed leases, complaints, maintenance, etc
- Preparing reports on the financial performance of properties
- Terminating leases and initiating eviction proceedings for KMHL Property.

Expected Competencies:

- Bachelor Degree in Business, Commerce, Property Management or equivalent
- 10 plus years of experience as a property/sales manager in real estate
- Demonstrated knowledge of property regulations i.e. land & building including negotiating T&Cs for lease agreements
- Proficiency in Microsoft Office suite and property management software
- Familiar with safety standards for maintenance work on Building & Facilities

APPLY NOW

Please visit our website: <https://vanguard.com.pg/vacancies/>

Complete the application form and follow the website instructions to forward to us including a detailed CV and three current referees. A full PD can be requested from our office.

Alternatively, please call us on (+675) 7500 7500 or email recruitment@vanguard.com.pg

Applications close COB Friday 22nd April 2022

Only shortlisted applicants will be contacted

To apply for this position:

- Download and complete the Application Form from <http://www.vanguard.com.pg>.
- Email the application to recruitment@vanguard.com.pg together with a copy of your CV in MS Word format.

Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview