

Office, Industrial & Logistics Senior Property Manager | Property Management | M/F | LISBON

In Portugal, with offices in Lisbon and Oporto, CBRE is the country's largest commercial real estate services company, now employing over 130 employees and offering a full range of property services including property sales and acquisitions, leasing and management, investment, corporate services, debt advisory, project management, consultancy, valuations and research. Please visit our website at www.cbre.pt

SUMMARY OF POSITION

Part of the PM team and directly reporting to the PM Director, will be responsible of establishing a global strategy of all the assets of the assigned portfolio. The main objective is to optimize the profits of the assets and increase its value, acting as the "orchestra conductor", leading and joining all the forces from different business areas (leasing, management, finance, technical and legal) for the progress towards the agreed objectives. The candidate will be globally and cross-functionally responsible for all of the assets that he/she manages.

DUTIES AND RESPONSIBILITIES

Organizational measures:

- Full responsibility of the client and thus in charge of carrying out the client management plan. Responsible of fluid and free-flowing communication between the Client and CBRE.

Management:

- Full responsibility of establishing the global strategy of all assets; with special attention on the revenues and the expenses, including the strategy of letting/asset management.
- Full responsibility for the Business Plan elaboration of the assets.
- Setting up and Monitoring of the Budget of common expenses.
- Reporting to client.
- Monitoring of the strategy and the profitability of the common areas.

Financial:

- Collaboration with the controller to present the best analysis of the information and presentation of Ad-hoc reports for the client.
- Monitoring of the strategy followed by the control of debt.

Technical:

- Monitoring of capital expenditures that we (CBRE) recommend to the Owners.
- Monitoring and making sure that the technical information complies with the standards of quality and necessary analysis for the client.

Commercial:

- Establish the best possible letting/asset management strategy, asset profitability and increase of the value of the asset: analysis of the commercial mix, knowledge of competitors' developments.
- Supervise commercial ad-hoc reports/analysis for the client.

PROFILE

Minimum education:

Diploma or Bachelor in Business Administration/ Law / Management – Real-Estate/Investment

Valued postgraduate studies: Masters in Real-Estate investment, qualified APC (MRICS), MBA.

Minimum experience:

At least 3 years in similar position.

Minimum requirements:

- Financial profile and with good analytical skills
- Capacity to adapt
- Creative and with orientation “Think out of the box”
- Excellent communication skills and objective driven
- Excellent capacity of establishing strategies to increase the value of assets
- Outstanding capacity of coordinating with all necessary teams.
- Capacity to manage and organize. Proactive.
- Capacity to interact with the Client (Investors)
- Autonomy and decision maker
- Fully committed to the projects in which involved
- Geographically mobile
- Level of English: good; knowledge of Spanish will be a plus.

Please send your CV and presentation letter in English to Jrhs@cbre.com including in the following subject: **Office, Industrial & Logistics Senior Property Manager / Property Management**