

## Property Manager | Asset Services | M/F | LISBON

---

### SUMMARY OF POSITION

CBRE Portugal is looking for a Property Manager that will be responsible for a portfolio of Office Buildings and Logistics assets in the Lisbon region.

The candidate should be able to manage all aspects related to the asset, namely service providers (Maintenance, Cleaning, Security), condominium meetings, service charges distribution, leases, tenant relationship marketing plans, budgets (opex and capex), refurbishment and repair/maintenance works, health and safety, leasing agents, among others.

The candidate should have excellent inter-personal and communication skills. In this role, the candidate will deal on a daily basis with the Landlord (CBRE client), tenants, lawyers, CBRE back office support and other departments.

The candidate will be responsible for managing every aspect of the asset under management, including reporting, and will work closely with other Asset Service Dept. team members targeting the asset's value increase.

The candidate will be responsible for the daily operation of the asset and will assist the Landlord in the long run strategy definition.

In this function, the candidate will have advancement opportunities in a CBRE strategic line of business that is growing rapidly as well as the possibility to participate in international projects.

### DUTIES AND RESPONSIBILITIES

- Work closely with the technical department to ensure building facilities are operating properly.
- Deal with tenant queries and claims.
- Manage leasing agents to lease vacant areas in order to achieve maximum occupancy.
- Manage existing leases and monitor tenant contractual obligations.
- Regular reporting to the Landlord.
- Producing, controlling and presenting service charges budget and investment plan.
- Guarantee a smooth and controlled operation of the building and meet tenant expectations.
- Assist the Landlord in the asset strategy definition;
- Obtain Landlord approval to proposed decisions or recommendations and manage the approval process.
- Control and ensure compliance of every service contract Service Level Agreement.
- Ensure safety, health and environment regulation compliance, following appropriate procedures.

#### 1. Client Liaison

- Develop and solidify existing relationships with clients ensuring high satisfaction level.
- Identify opportunities for innovation, service development and cross-selling services.
- Attendance at periodic client meetings and present reports and proposals.

## 2. Team Liaison

- Understanding the services and objectives of the wider team and client and support these fully.
- Collaborating with other parts of the business to enable CBRE to deliver a truly integrated solution to their clients.
- Proactively look for ways to drive efficiencies for CBRE and its clients.

## PROFILE

Previous experience in facility or property management and at least 5 years of working experience. Engineering, economics or management background.

The candidate should have the personal qualities to demonstrate potential for further advancement, including leadership skills, business development skills, drive, commitment, client service perspective and strategic thinking. The ability to work as part of a team in a multi-cultural environment is crucial.

The candidate must have excellent written, verbal and presentation skills. Other requirements include strong IT skills (MS Office, MS Excel & MS PowerPoint).

Candidate must be fluent in Portuguese and English (Spanish is highly desirable).

Please send your CV and presentation letter in English to [Jrhs@cbre.com](mailto:Jrhs@cbre.com) including in the following subject: **Property Manager/ Asset Services**