



Property Manager on consultancy basis at Swedish School

Swedish school seeks to recruit an experienced Property Officer with a deep understanding of facility management. The ideal candidate should be a good team player with the ability to take initiatives within given instructions, prioritize and supervise other colleagues within the area of expertise. Holding a high level of integrity

Key Roles & Responsibility

- Responsible for the facility management of the Swedish School; this includes being responsible for all upcoming maintenance needs as well as keeping a long-term plan for the maintenance of the properties including plumbing, electrical, buildings, roofs, renovations and expansions.
- Liaise with the contracted gardening company
- Responsible for IT infrastructure matters (such as WIFI-networks, conference equipment etc.)
- In charge of supervising the maintenance officer
- Coordinate and administer the maintenance of the school vehicles
- Contracts administration (including being active in procurement processes of such contracts) and focal point for maintenance and service-related contracts
- Work closely with the School security team on building security related matters
- Performing other tasks as required by the School

The work requires close cooperation with all departments at the school, as well as with local entrepreneurs and contractors.

Skills and requirements

- Documented education, knowledge and experience of the local building and construction market, including good knowledge about procurement challenges and opportunities in the sector
- Documented and very good knowledge of IT-related matters
- Documented very good organizational and time management skills to prioritize workloads including experience of supervising others in area of expertise
- Documented ability to work independently and in a proactive and result oriented manner
- Documented experience of quality control and follow up of projects/purchases
- Fluent in English, both written and spoken
- Strong team working skills; being discreet, reliable and have a high level of integrity
- Eye for details and strive for quality and high standards
- Proficiency in basic MS Office programs: Word, Outlook, Excel etc.
- Hold a driver's licence