

## Executive, Property Management

### Job Responsibilities:

The Incumbent is responsible for most or all of the following areas:

- Responsible for coordination of all operational matters relating to property management and building maintenance.
- Works and liaise harmoniously with relevant stakeholders ensuring the organization's service level are achieved through immediate resolution of property and service inquiry or complaints and good property upkeep.
- Maintain proper documentation records to ensure compliance with statutory requirement and industry practice.
- Carry out minor repairs/maintenance on properties whenever necessary.

(\*) At any time, Sunsuria can review, at its own discretion, the job roles and responsibilities according to its strategy.

### Requirements:

- Diploma / Bachelor's Degree in Civil and Structural, Architecture, Construction Management, Civil Engineering, Building or related discipline with minimum 2-3 years of relevant working experience in property development or construction Industry.
- Possess Certificate in Electrical Chargeman AO or higher would be an added advantage.
- Good written and verbal communication skills (English is a must).
- Proficient in MS Office applications.
- Good project management skills with the ability to organize and manage multiple priorities for maximum delivery result.
- Good analytical skill and able to "deep dive" into details.
- Able to build effective and long standing partnership across with relevant stakeholders.