

Building Supervisor



Location
Vientiane, Laos



Job level
Bachelor degree

1 position
permanent

Key responsibilities/What you do:

- Manage all aspects of the building.
- Inspect and arrange maintenance to meet standards.
- Maintain a positive, productive relationship with tenants.
- Negotiate lease/contracts with contractors in a timely and reliable manner.
- Source and build relationships with prospective clients to expand business opportunities.
- Advertise and market vacant spaces to attract tenants.
- To manage and report on rental income/Deposit including issuing rental invoice (including VAT) and Deposit invoice to tenant and keep receipts in record.
- To prepare for Rental Income Tax Monthly payment.
- To ensure all utilities supply (electricity, water, and telephone) are in service; Periodical checking on firefighting equipment, generator set, air conditioner. To prepare for alarm test and drills according to its schedule.
- To supervise team members to manage car park and to ensure all incidents have been recorded and escalated to the appropriate team on timely manner.
- To ensure archive and utility rooms are in order and neat.
- To monitor the maintenance maids in up keeping the premises to ensure they have refill toilet tissue, liquid hand wash, floor etc....
- Providing support on furniture and office equipment deployment.
- Supervising team members to ensure timely job delivery or completion.
- To oversee duty roster or job logbook.
- Accomplish financial goals and report periodically on financial performance.
- Coordinate with other Operation Support team members.
- Up keeping the buildings and surrounding area; fittings and fixtures such as painting work, plumbing, electrical work, servicing air-conditioner and air ventilation fan.

Key requirements/What you bring:

- Bachelor's degree required; graduate degree preferred
- Real Estate Broker's License preferred
- Minimum of 1 or 2 years experience in the real estate industry or applicable administrative
- Basic knowledge of commercial real estate, market trends, leasing/sales, and accounting
- Demonstrated ability to effectively manage a support team and work collaboratively with other team members.
- Excellent oral and written communication skills, with ability to professionally communicate with diverse populations, polished interpersonal skills
- Well organized with attention to detail
- Ability to tackle multiple tasks simultaneously, without losing focus or attention on anyone; not afraid to ask for help when needed
- Self-motivated, with "ownership thinking" perspective applied to decision making.
- Strong skills in Word, Excel, and other office programs

Key benefits/What we offer:

We at Allianz Insurance Laos offer a flexible working hour, an out of work activities, a positive learning and growing environment to support your professional career and personal development.

We also believe in a diverse and inclusive workforce and are proud to be an equal opportunity employer. We encourage you to bring your whole self to work, no matter where you are from, what you look like, who you love or what you believe in.

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