

## **JOB DESCRIPTION**

**Job Title:** **Property Management Officer**

**Reporting to:** Property Manager

**Location:** Waterford

Focus Ireland has extensive property in Waterford city and county and Kilkenny and is expanding activity in this area. We are seeking an experienced property professional to work closely with local teams to deliver a quality service to our tenants. The job will be based in the South east and reporting line will be to local Property Services Team Leader. The role will also involve close liaison with the central property service in Dublin.

## **Key Responsibilities**

1. To liaise with housing support staff on rent arrears issues with tenants and monitor arrears.
2. Periodic inspection of properties and reporting on condition
3. Processing repairs on behalf of tenants
4. Ensure swift turnaround of voids
5. Assist with tenant induction in responsibility for care of property and provide support in use of appliances in the home
6. Liaise with management companies, attend management company meetings and manage service charge matters
7. All housing health and safety issues including, fire audits. Electrical tests, boiler servicing
8. Monitoring repairs and maintenance budgets and supervising contractors onsite as required.
9. Maintaining accurate property records via Omni ledger.
10. Input into annual budget setting for sites and ten year plan.
11. To work within the framework of the overall objectives of Focus Ireland.
12. To work with and under the supervision and direction of the line-manager.
13. To engage in regular supervision sessions with the line Manager.
14. To attend and contribute to Team and Agency meetings as required.
15. To undertake other work that is assigned by the line manager or Director
16. To participate in relevant training and development courses as agreed with your manager.
17. To be vigilant to any Health, Safety and Welfare risks in the workplace and bring any concerns to the attention of your manager or Health & Safety Representative

**Focus Ireland is an equal opportunities employer**

**Criteria:**

**Essential Criteria**

- Third level Degree in property or a relevant field or extensive experience working in a property management department
- Ambitious, energetic and motivated individual
- Excellent attention to detail
- Must have a solutions focused attitude
- Proficiency in MS Excel, Word and Outlook
- A team player with excellent attention to detail
- Strong communication skills
- Be trustworthy and conduct the role with integrity

**Desirable Criteria**

Experience in working for a voluntary housing organization.