

JOB DESCRIPTION

Department	Procurement and Property Management
Unit	Property Management (Asset Management)
Job Title	Senior Property Executive II
Reports to:	Senior Property Executive III (Lead)
Pay Grade:	CLA 2 (Collective Agreement 2022 – 2026)

Job Summary

The main purpose of the function is the administration and monitoring of existing property of INDIS Malta to ensure efficient use within the policy parameters and tenant agreements. The incumbent will also carry out support work with business development processes, research related to tenants' satisfaction, and support any new initiatives in relation to business development activities.

Accountability and Responsibilities

- Keeps a detailed inventory of all assets and tenants of INDIS so that the information will be provided to management if and when requested, and also for any other reporting required.
- Meets with tenants to discuss operational needs, make recommendations, and show properties adequate for the approved use.
- Maintain a continuous open dialogue with all tenants or resolve issues to avoid escalation.
- Contributes towards the compilation of files required for the execution of tenancy agreements.
- Together with the Lead Senior Property Executive ensure that properties are allocated within time frames agreed with tenants and raise issues which could impact INDIS reputation arising from delays in allocation.
- Meets with tenants at the end of the lease period or renewal date to determine the physical condition of the property and lease terms and to submit recommendations as appropriate.
- Work closely with Technical to secure and board up property to ensure appropriate protection.
- Liaise with Lands Authority on day-to-day issues.
- Keep an updated list of property inventory clearly outlining vacant and occupied properties.
- Custodianship of property keys and maintain a log on use by INDIS employees to avoid misplacement.
- Keep an updated list of projects awaiting allocations through Malta Enterprise Letters of Intent (LOI's).
- Prepare papers for the Allocation Committee and Board Meetings as requested from time to time.

- Assist other Units (such as insurance and compliance) in ensuring that tenants are abiding by their agreement.
- Assisting with coordination between INDIS and the various Tenants Associations and Foundations.
- Secures and cordons off sites to ensure protection of INDIS Property.
- Evaluate business processes, anticipating requirements, uncovering areas for improvement, and developing and implementing solutions.
- Act as a relationship officer to several tenants within a particular estate on all matters regarding to INDIS.
- Consult, coordinate and communicate with other departments within INDIS as necessary to ensure proper execution of duties, to avoid miscommunication and duplication of work.
- Prepare presentations, reports, papers for Board and Committee Meetings and participates in meetings as required or as directed.
- Undertake any other duties as directed by the CO Property Management, his delegate or Management.

Working Conditions

- Office based.
- Might be required to undertake evening or weekend work if necessary.
- Site visits both in Malta and Gozo is required.

Self-Development

- Pursue training in business and commerce and any related areas as necessary to maintain a proficient understanding of the job.
- Seek new learning opportunities to improve on talent and abilities.

Required Skills/Abilities

- Good analytical skills.
- Good research skills.
- Be well-organised and have attention to detail.
- Strong communication and networking skills.
- Strong written and verbal skills with attention to detail.
- Ability to show initiative and commitment to expected results.

Disclaimer

This job description explains the general nature and level of work performed in this role. It is not intended to be an exhaustive list of all duties, skills, responsibilities, or knowledge. This job description is subject to change by Management as needed.