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WAREES INVESTMENTS PTE LTD

In Warees, the journey is fulfilling.
For aspiring Real Estate & Investments professionals.

Asset Manager / Assistant Asset Manager (Projects & Facilities Management)

Management executive role in endowment real estate and facilities/asset management

Job Description

- Administer and lead in the management and maintenance of building(s) and facilities to ensure that they are well maintained and kept in a good and safe state for all to use
- Evaluate existing needs and recommend measures to meet future needs
- Carry out monthly inspections of assigned building(s)
- Prepare preventive maintenance program annually
- Work closely with users, vendors, service providers, etc on A&A works, upgrading projects, repair and preventive maintenance works for structures, electrical systems, water features and equipment
- Provide technical advice for major upgrading and construction projects
- Liaise with various stakeholders on project status
- Act as the main point of contact for construction, upgrading and facilities improvement issues
- Monitor & track managing agent's performance according to agreed Key Performance Indicators to ensure efficiency and effectiveness
- Ensure safe and optimal use of common spaces
- Plan, drive and initiate sustainability, work health & safety programs to ensure clean air & water, enhance energy efficiency and reduce waste to ensure sustainability of resources

Job Specification

- Candidate must possess at least a Bachelor's Degree, Post Graduate Diploma, Professional Degree in Property Development/Real Estate Management or equivalent
- Strong interpersonal and good negotiation skills with the ability to multi-task
- Skilful in overseeing optimum performance of appointed managing agent
- Highly capable and a fast learner
- Possess resilience and a positive attitude
- Must be a team player

Submit your resume to:
Vice President (Finance & Corporate Services)
Warees Investments Pte Ltd
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Singapore 189675

Email: careers@warees.sg