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## Property & Administration Manager in leading company at Mumbai

**Hiring organization**  
HR Search India

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### Description

#### A. Property

**1. Rent Responsibilities** This includes:

Setting Rent: He shall be responsible for setting the right rent level to attract tenants to our vacant properties.

Collecting Rent: They ensure collection of rent each month and strictly ensuring debit notes are send on time for general usage items.

**2. Tenant Responsibilities.** He shall be involved in all areas, including:

Finding Tenants / Purchaser: He shall be responsible for filling vacant properties / selling properties. They know where to advertise the rental and what to include in their ads. They also understand what attracts tenants, so they can offer tips to help makeover the property.

Screening Tenants: He shall ensure consistent screening process, including running credit checks and criminal background checks for all tenants.

Handling Leases: This can include setting the lease term and making sure it has all the necessary clauses to protect our companies interest in liaison with our legal team. This includes registration of agreements of lease or sale documents.

Handling Complaints/Emergencies: He needs to deal with maintenance requests and must have the necessary contacts to handle emergency situations.

Handling Move Outs: When a tenant moves out, he is responsible for inspecting the unit, checking for damages and determining what portion of the security deposit will be returned to the tenant. After move out, he shall be responsible for cleaning the apartment , repairing any damages and finding a new tenant.

Dealing With Evictions / Legal : When a tenant does not pay rent or otherwise breaches the terms of a lease, he shall with legal department understands the proper way to file and move forward with an eviction./ suitable legal steps

#### 3. Maintenance and Repairs

He must ensure property is safe and habitable condition

Property Maintenance: This includes performing preventative property maintenance to keep the property functioning in top condition. For example, ensuring Lift contracts are duly renewed on time

Repairs: If there are is an issue, he must fix the problem or hire someone else to do it. He should have a large network of reliable plumbers, electricians, carpenters and other contractors.

Insurance : He needs to ensure all the properties are correctly insured

#### **4. Knowledge of Landlord-Tenant Law**

He should have an in-depth knowledge of statewide and national laws since properties are spread across India

#### **5. Supervising Responsibilities**

Other Employees: He is responsible for other employees in the property, such as a concierge or security personnel, the making sure they are doing their job.

Head Office: He need to take adequate care of the Heritage properties and belongings particularly the Head office property.

#### **6. Responsible for Managing the Budget/Maintaining Records**

He shall be responsible for managing the budget for the building / property and for maintaining all important records.

Managing Budget: He must operate within the set budget for the building/ property .

Maintaining Records: He should keep thorough records regarding the property. This should include all income and expenses; list of all inspections, signed leases, maintenance requests, any complaints, records of repairs, costs of repairs, maintenance costs, record of rent collection and insurance costs.

#### **7. Responsible for Taxes / Bills**

He shall file taxes for the property on time

He shall ensure all bills such as electricity / water are paid on time

#### **B. Administration**

1. All Administration responsibilities pertaining to company's offices and properties including Repairs & Maintenance, Communication, Travel, Stationary, Facilities Management for Company's establishments & guest houses including managing bookings, upkeep, guest services, upkeep & housekeeping. Furniture & Furnishing.Managing AMCs for various facilities and Utilities.In essence, entire gamut of Administrative functional responsibilities.

#### **Experience**

15+ years