



PROPERTY MANAGER

Tininga Limited is a major, diverse and growing business in Mount Hagen operating supermarkets, builder's hardware stores, a meat processing plant, fresh produce operation, restaurant operation along with significant property and other investments. Reporting to the General Manager, this role is responsible for all aspects of property management including repair/maintenance, property inspections, lease agreements and overseeing the general property up keep and administration.

The Property Manager is expected to ensure that all Company owned and leased properties are well managed through the establishment of effective controls, systems and procedures.

Key Responsibilities:

- Establish and maintain complete records for all properties owned or rented.
- Monitor and manage all aspects of the above.
- Carrying out repairs and maintenance.
- Managing currency and renewals of leases and titles.
- Prompt payment of rentals for leased properties.
- Attending to Insurance matters.

The ideal Candidate:

- Excellent planning and organisational skills.
- 5 to 6 years experience in managing wide range of properties.
- Have a Building Trade Certificate from a recognized institution or authority would be an advantage.
- Ability to work effectively unsupervised and as part of a team.
- Proficient with MS applications (Outlook/Word/Excel).
- Has current PNG Driver's License.
- Excellent verbal and written communication skills.
- Has the desire and capacity to build strong client/customer relationships.
- Attention to detail.
- Able to work after hours including weekends.

To submit your application, please send your CV with a covering letter, supporting documents including a passport size photo to:

**HUMAN RESOURCES MANAGER
P. O. BOX 587
MT. HAGEN
WESTERN HIGHLANDS PROVINCE
PAPUA NEW GUINEA**

OR EMAIL TO: jobs@tininga.com.pg

ONLY SHORT-LISTED APPLICANTS WILL BE INVITED FOR INTERVIEWS

APPLICATIONS CLOSED ON FRIDAY 2ND SEPTEMBER 2022