FPG HQ, 3 Kiepersol Close, Plattekloof 3, Parow, Cape Town, 7500 | PO BOX 12668, N1 City, Cape Town, 7463
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JOB DESCRIPTION

JOB TITLE: **ASSET MANAGER**

JOB TITLE OF INCUMBENT'S SUPERVISOR: **HEAD OF ASSET MANAGEMENT**

PURPOSE OF JOB

The purpose of this role is to maximize return, extract and enhance value for each of the properties in the portfolio allocated to the Asset Manager, including assisting in all aspects of the administrative, financial, capital and strategic operations of the assigned portfolio.

REQUIREMENTS

- Relevant Tertiary qualification [Property Studies / CA(SA)]
- Min 5 – 7 years' experience directly related to the duties and responsibilities specified.
- Practical financial experience and experience in Valuations and Property Development will be advantageous.
- Excellent level of computer literacy with Microsoft Word, Advanced Excel and PowerPoint
- Strong analytical and organizational skills with a creative entrepreneurial mind set.
- Proven ability to negotiate and conclude transactions or contracts with high profile stakeholders.
- High attention to detail and accuracy
- Ability to work independently and proactively.
- Excellent verbal and written communication skills
- Strategic and proactive approach to problem solving.
- Relationship management skills
- Team player and results-oriented, with good commercial sense.

KEY PERFORMANCE AREAS

FINANCIAL

- Assist in the development and implementation of business plans and revenue maximization strategies.
- To contribute to a strategic plan for the allocated portfolio and to make recommendations to the business regarding re-engineering, streamlining and risk balancing within the portfolio.
- To provide the business with recommendations on improving the property portfolio (disposal of assets, acquisitions, upgrades, renovations, development) to achieve its maximum potential.
- Take full accountability for the property budgets for the allocated portfolio.
- To ensure monthly performance of the portfolio exceeds budget and relevant industry benchmarks by steering monthly management meetings with Property Management and assessing and tracking success based on key performance indicators including financial, vacancies, arrears and legal issues.
- To create and improve the usage of business intelligence and reporting to support strategic decision making across the division.

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- Assist with Developments and Projects in ensuring integration with the Asset Management Team
- Assist with Due Diligence procedures in relation to asset acquisitions and disposals.
- Assist Asset Management with the Property Valuations

STRATEGIC OPERATIONS

- To conduct a physical inspection of every property in the portfolio on a regular basis, ensuring that items identified are actioned accordingly.
- Provide insight & feedback on the day-to day operations.
- Ensure optimum operational management: Ensure that the service providers deliver the best possible service and that they meet the required performance standards of the fund including reporting and budgeting.
- Interpret and report on specific ratios and benchmarks such as foot-count, turnover densities.
- Identify and implement strategies to improve the abovementioned benchmarks.
- To utilize market research and market intelligence to manage the marketing strategy to include target market identification, compilation on tenant mix and tenant procurement.
- To build and maintain relationships with tenants with particular focus on business development management.
- Monitors all leasing activity to ensure maximum occupancy and income, review and advise on tenant mix options and possible space changes
- Prepares financial analysis to support lease recommendations.
- Determine and implement leasing strategies for your portfolio of properties.
- Tenant interaction: interact with national and major tenants as and when required (deal with Tenant Queries on a large scale or from Anchor Tenants) Develop Tenant Relationships.
- Cost control measures and managing operating margin.
- Utilities Management/Optimization and ensuring correct building and tenant recoveries (including Solar)
- Drive Building projects with the Project/Facilities Team
- Ensure Building Compliancy with Regulations
- Takes full accountability for property portfolio.