

## Properties Supervisor

**CPL Group is seeking a dedicated and passionate Properties Supervisor to lead the way in maintaining and managing our properties. If you're driven by a desire to create well-maintained, secure environments and want to make a real difference in people's lives, this is your chance to shine.**

In this key role, you will ensure our properties are safe, functional, and provide an exceptional living experience for our tenants. Your leadership will shape positive tenant experiences while building strong relationships within the community.

### Responsibilities:

- Oversee regular maintenance and repair work to ensure properties remain in excellent condition.
- Collaborate with local contractors and service providers for repairs and property-related tasks.
- Ensure all property systems (power, water, security) are operational, especially in remote areas.
- Act as the main contact for tenants, addressing requests, complaints, and concerns promptly.
- Conduct regular property inspections to assess tenant satisfaction and resolve issues.
- Foster positive relationships with tenants through responsive service and clear communication.
- Ensure properties meet PNG building codes, environmental regulations, and safety standards.
- Perform regular safety inspections to identify and mitigate hazards.
- Maintain accurate records of safety inspections, property conditions, and tenant communications.
- Assist in preparing and managing budgets for maintenance and repairs; monitor expenditures to stay within budget.
- Suggest and implement cost-effective strategies for property management and service improvement.
- Negotiate service agreements with local vendors and contractors to ensure quality and value.
- Monitor contractor performance to ensure compliance with required standards.
- Approve invoices and ensure timely payments to vendors and service providers.
- Provide regular reports on property conditions, safety compliance, and tenant feedback.
- Document incidents and actions taken for clear record-keeping.

### The ideal candidate for this role should possess the following qualifications and attributes:

- Diploma or bachelor's degree in Property Management, Real Estate, Business Administration, or related field.
- Minimum of 2-3 years in property management, facilities management, or a similar role, ideally within Papua New Guinea.
- Strong organizational skills with the ability to manage multiple tasks.
- Excellent communication and interpersonal skills for interacting with tenants and contractors.
- Proficiency in Microsoft Office (Word, Excel, Outlook).
- Knowledge of local property management software is an advantage.
- Familiarity with PNG property laws, safety regulations, and building standards.
- Ability to work independently and in a team, with a strong problem-solving mindset.
- A valid driver's license may be required, especially for properties located in remote areas.

If you have the skills and key requirements as listed, please send a brief cover letter addressing your relevant experience with your updated CV. Only short-listed candidates will be contacted for an interview.

**All applicants should apply by email only with Position Vacant - Properties Supervisor in the subject line to:**

**The Coordinator - People & Culture**  
**CPL Group, PO Box 1663, Port Moresby, National Capital District,**  
**E-mail: [careers@cpl.com.pg](mailto:careers@cpl.com.pg)**

**Applications close 5:00pm on 18<sup>th</sup> October 2024.**

### OUR BRANDS

