

Position: Property Assistant 物业助理

Job Description 职责描述:

- Assist property manager to managing all aspects of the assigned office location(s) including: tenancy, potential tenants staff, facilities, cleanliness, marketing, reporting and overall perception; 协助物业经理管理包括:租约、潜在租户、员工、设施、清洁、市场推广、报告和项目整体监督
- Ensure the smooth operation and consistent quality standards of facilities and tenant services 确保设施的正常运转、租户服务质量的始终如一
- Be the face of company and the go to person for tenants/prospective tenants on a daily basis 为租户/潜在租户提供日常服务
  - Manage rental invoicing/payments and cash flow operations 管理租赁发票/付款和现金流操作
- Liaise with Accounting staff in the review and preparation of weekly/monthly reports 与会计人员联系, 审核和准备周报/月报
- Attend weekly group manager meetings during property manager's absence 物业经理不在期间, 参加每周的团队经理会议
- Supervise the security guards and cleaner's work. 监督管理保安和保洁的工作。
- Provide detailed reviews of all existing services and the quality of those services 按规定对所有现有服务以及这些服务质量的详细审查
- Help in the management, organization and execution of events geared towards creating greater visibility for ANKEN locations and the ANKEN brand at a local or international level
- 协助管理、组织和执行活动, 力求在本地或国际层面上为安垦公司和品牌创造更大的知名度

任职要求:

College degree or above, Property management major is preferred 大专及以上学历, 物业管理专业优先

1-2 years Customer Service or Property Related Experience (Excellent fresh graduate would be considered)

1-2 年以上客户服务或物业相关工作经验 (优秀的应届毕业生也可考虑)

Ability of communication and negotiation 具备沟通协商能力

Problem solving 具备解决问题的能力

Proficient in Microsoft office 熟练使用微软办公软件