

Our Ref VAC/001/2020.....
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3/12/2020

VACANCY: POSITION-CARETAKERS

Pambazuka Housing Co-operative Society is real estate Company, with offices in Githunguri. We are primarily focused on buying and selling of land and property management. We are herby looking for individuals who will assume responsibility of property caretaker of the facility and will undertake specific roles such as security, cleaning, garbage, service level maintenance of equipment among other roles, to ensure minimum disruption to core activities.

Responsibilities

- Conduct daily inspections of the property to ensure all assets are secure, record and report any preventive and corrective repairs and maintenance requirements to the Facilities & Property Manager for corrective action.
- Maintaining high standards of cleanliness.
- Maintain good relations and liaise with tenants to resolve any reported issues.
- Foster good working relationships with regulators and key service providers to ensure understanding of regulation requirements and timely compliance response.
- Ensure that all equipment on site is in good condition and report any faults or damages concerning the same.
- Any other duties that may be ascribed from time to time.

Requirements

- A positive attitude and flexibility to handle diverse tasks including at odd hours.
- A form four leaver
- Ability to communicate in English and Kiswahili.
- Outstanding problem-solving skills
- Good interpersonal and communication skills. .
- Ability to create strong professional relationships with key stakeholders.