

BUILDING MANAGER

We are looking for a Building Manager for the Property & Building Management Business Unit.

The purpose of the position is to ensure the management of technical activities relating to the entrusted residential properties. The candidate will be responsible for coordinating ordinary and extraordinary maintenance interventions, choosing suppliers, monitoring the progress of the works of the individual real estate units. The role also includes conducting visits and inspections of buildings, handing over leased or sold apartments, and drafting and monitoring the maintenance plan. The main features required are:

- Degree in technical/engineering field with civil specialization;
- Knowledge of the main applications of the package
- Fluency in English;
- Good interpersonal skills and propensity to work in a team;
- Availability and flexibility in schedules;
- Organizational and management skills

Also required:

- Knowledge of urban planning and land registry legislation on rentals, building and hygiene regulations;
- Knowledge of safety regulations and related procedures for use in the field of property management;
- Knowledge of the planning of ordinary and extraordinary maintenance in predictive and preventive logic;

Areas of responsibility:

- Guarantee the correct ordinary maintenance of the properties and systems, preserving the value of the properties managed and guaranteeing safety for the users of the spaces;
- Contribute to the correct determination of the budget for the maintenance and management of properties, ensuring compliance with control systems;

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- Prepare proposals for extraordinary maintenance interventions on the properties managed with the support of the Property Management and Project Management functions;
- Manage requests for repairs or maintenance from condominiums, tenants, administrators;
- Identify, select, control and maintain relationships with relevant service providers;
- Liaise with the Security Manager for the relevant activities.

What the offer includes

- Inclusion with a permanent contract CCNL Commerce;
- Salary in line with experience gained;
- Informal business climate;
- Flexible schedule;
- Additional benefits: meal vouchers, break area with free water and coffee, private parking.

Hourly availability: Full time

Work location: Milan in one of the most modern and evocative neighborhoods of the city