



KENINDIA



Job Vacancy

The business seeks to fill the following vacancy:

Facilities and Property Officer

Reporting to the Human Resource & Administration Manager

JOB PURPOSE

The Facilities and Property Officer is responsible for managing and maintaining the company's physical infrastructure and ensuring that all facilities are safe, efficient, and well-maintained. The role also oversees the outsourced property management company that manages the company's real estate investments, ensuring optimal performance, compliance, and value retention. The position involves both operational facility oversight and strategic property management coordination, including the review and consolidation of property financial reports to support management decision-making.

PRINCIPAL ACCOUNTABILITIES

A. Facilities Management and Maintenance

- Oversee the day-to-day operations and maintenance of company offices, utilities, and equipment to ensure safety, functionality, and efficiency.
- Develop and implement preventive and corrective maintenance schedules for all facilities.
- Supervise office renovations, refurbishments, and relocations to ensure cost efficiency and minimal disruption to operations.
- Manage relationships with outsourced maintenance, cleaning, and security service providers, ensuring adherence to service-level agreements.
- Maintain an accurate facilities and asset register, including tagging and periodic verification.
- Conduct routine inspections to identify risks, safety concerns, and improvement opportunities.

B. Property and Investment Oversight

- Oversee and evaluate the performance of the outsourced property management company handling the company's real estate portfolio.
- Review and validate property management reports, including rent rolls, occupancy summaries, maintenance logs, and financial statements.
- Maintain and consolidate monthly and quarterly income statements and financial summaries from the property management company to support management decision-making.
- Monitor rental income collection, lease renewals, property expenses, and ensure compliance with lease terms and statutory obligations.
- Evaluate property performance and recommend strategies to enhance returns, optimize occupancy, and manage costs.
- Liaise with tenants, agents, and regulators to address operational and compliance matters.

C. Health, Safety, and Compliance

- Ensure compliance with occupational health, safety, and environmental (HSE) standards across all company facilities and properties.
- Conduct periodic safety audits and implement corrective measures in collaboration with relevant departments.
- Develop and coordinate emergency preparedness and evacuation procedures.
- Promote sustainable and safety-conscious practices throughout the organization.



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D. Administration, Reporting, and Budget Management

- Prepare comprehensive reports on facilities operations, property performance, maintenance activities, and financial outcomes.
- Manage facilities and property budgets, ensuring adherence to approved expenditure and cost-efficiency targets.
- Maintain accurate records of contracts, inspections, and compliance documents.
- Supervise and mentor facilities or administrative support staff as applicable.
- Support management in strategic planning for space optimization, lease management, and capital improvement projects.
- Records and document archiving (for compliance and retrieval)
- Franking/postal services management (where applicable)
- Information and data management within facilities and administrative operation

KNOWLEDGE AND EXPERIENCE.

Qualifications:

- Bachelor's degree in Facilities Management, Business, Real Estate Management, Engineering, or a related field.
- Professional certification in Accounting, Facilities or Property Management (e.g., IFMA, BOMA, NEBOSH, and OSHA) is an added advantage.

Experience:

- Minimum of 5 years' experience in facilities or property management, with at least 2 years in a supervisory or coordination role.
- Proven experience in managing outsourced property management companies and service providers.
- Strong understanding of real estate financial reporting, lease management, and investment performance tracking.
- Experience in the corporate, insurance, or financial services sector preferred.

SKILLS AND COMPETENCIES

- Strong vendor and contract management skills.
- Excellent analytical and financial reporting skills.
- Sound knowledge of facilities and property management principles.
- Strong leadership, interpersonal, and negotiation abilities.
- Excellent communication and presentation skills.
- Knowledge of HSE regulations and compliance requirements.
- High integrity, professionalism, and attention to detail.
- Proficiency in Microsoft Office and property/facilities management systems

To apply, send your Curriculum vitae (CV) and cover letter to recruitment@kenindia.com and quote the job title on the subject of the e-mail by **4th December 2025 at 5:00pm**.



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