

VACANCY

The Development Bank of Jamaica (DBJ) seeks to identify suitable applicants for the position of:

PROPERTY OFFICER

This position is responsible for assisting in the efficient management and maintenance of the organization's facilities, grounds, equipment, and external properties. By contributing to the overall management of property-related operations, the Property Officer helps ensure that these functions are aligned with the organization's strategic goals, supporting the achievement of DBJ's vision.

PRINCIPAL DUTIES & RESPONSIBILITIES

- Supervise all aspects of general upkeep, repair and maintenance of the building and the surrounding area (office building including all fixtures, fittings, machinery and equipment, the grounds and gardens)
- Make arrangement and monitor the performance of all external contractors in the provision of repairs and maintenance services e.g. security, janitorial services, elevator servicing, air-conditioning, safety (including disaster preparedness) and garbage collection.
- Identifies and negotiates prices with suppliers for building and other materials to ensure that a consistent high quality of goods and services are delivered, and adequate stocks are maintained.
- Assist with managing contracts related to ventilation and air-conditioning systems, electrical and plumbing systems, and waste management.
- Analyse and investigate maintenance problems, reporting findings and recommending solutions to the Supervisor.
- Monitor the acquisition, service, and repair of motor vehicles for the DBJ and Ensure all vehicles are properly licensed, insured, and roadworthy.
- Monitor Advance Card usage, distribution and submit regular monthly reports to the Finance & Treasury Division for processing of payment.
- Conduct performance appraisals and provide recommendations for staff under direct supervision.
- Contribute to the preparation of the Annual Budget related to property maintenance and management.

The required minimum qualifications, experience, and attributes are:

- First degree in Management Studies or an equivalent qualification.
 - Transport/Property Management experience
 - Excellent Communication and interpersonal skills
 - Negotiation and problem-solving skills
 - Supervisory Management skills
 - Good interpersonal and customer service skills
 - Attention to detail
- Five (5) years' experience in a similar or senior administrative position.

Application accompanied by resume should be submitted **no later than Friday, October 25, 2024** addressed to:

MANAGER, HUMAN RESOURCE
EMAIL: dbjcareers@dbankjm.com

Please note that only short-listed applicants will be contacted.