



DEVELOPING SPACES
FOR BUSINESS TO GROW

INTERNAL VACANCY

VICE PRESIDENT, REAL ESTATE ASSETS

Reporting to the President, the Vice President - Real Estate Assets is responsible for portfolio assessment; market development; asset management; Sales, Security and Safety oversight. The incumbent is responsible for managing tenant relations; managing hotel operators; collections and negotiation in addition to the review of the portfolio of properties and recommend portfolio decisions for the Company.

DUTIES & RESPONSIBILITIES: The incumbent will be required to:

1. Oversee the asset and lease management activities of industrial parks to maximize rate of return on investments in the asset
2. Establish and manage Park Management Companies for existing and new industrial parks
3. Manage the hotel assets to effectively align capital spend with targeted operational performance and return on investment
4. Develop and nurture client relationship by identifying requirements; anticipating and resolving problems
5. Manage arrears and collections
6. Produce and manage site maintenance plans and budgets for industrial parks
7. Negotiate and execute all Letters of Intent, lease renewals, and early term closures
8. Develop and utilize appropriate vendor/supplier selection practices
9. Negotiate and determine terms and conditions for suppliers and vendors
10. Develop an appropriate strategy for the disposal of moribund and under-performing assets
11. Develop and execute effective project management and financial management to control cost of projects with appropriate notification and rationalization for project overruns
12. Oversee the production of pertinent management reports
13. Ensure Industrial Parks operate on a commercial basis
14. Overseeing Land and Building sales
15. Engaging in continuous Business processes improvement
16. Manage the Health, Safety and Security of the organization and its Industrial Parks
17. Manage team members, leveraging their talent, skills and abilities to drive department strategy and develop future leaders for the organization.
18. Collaborate with members of the Executive and Management teams to produce corporate and strategic plans for the company
19. Support the execution of Audit reviews geared toward improving risk management and unit and corporate performance

MINIMUM REQUIREMENTS:

1. Bachelor's Degree in Business Management or related discipline.
2. Master's Degree would be an asset.
3. An appropriate blend of project and asset management experience is required.
4. At least twelve (12) years progressive experience in urban real estate development, seven (7) of which should be at a senior managerial level.
5. Minimum five (5) years planning, strategy development, construction project management and financial analysis.
6. A proven track record of developing and executing real estate strategies in support of the Company's business plans.
7. Experience in Contract and Lease Management.

Or any other equivalent combination of qualification and experience.

KNOWLEDGE, SKILLS AND ABILITIES

1. Capacity to coach and mentor team members to enhance skill and productivity.
2. Demonstrated ability to effectively negotiate, leveraging broad real estate and contract knowledge.
3. Knowledge of the role of a regulator in developing and managing Special Economic Zones.
4. Excellent interpersonal, communication and presentation skills.
5. High level of integrity.

All interested suitably qualified internal applicants should submit their resumes by **October 01, 2020.**

To: careers@hrc-associates.com
Cc: Your Current Manager and careers@eteck.co.tt
Subject: VPREA Application