



VACANCY

Vice-President, Real Estate Assets

Job Summary

The job focuses on portfolio assessment; market development; asset management; Sales, Security and Safety oversight. The incumbent is responsible for managing tenant relations; collections and negotiation in addition to the review of the portfolio of properties.

Job Responsibilities and Duties

1. Actively promote the Mission, Vision and Values of the company with all stakeholders
 2. Promote a harmonious working environment throughout the company
 3. Take ownership of all issues that come to your attention and have the potential to adversely impact the achievement of the company's mandate
 4. Oversee the asset, lease management and the Health, Safety and Security activities of industrial parks to maximize rate of return on investments
 5. Establish and manage Park Management Companies for existing and new industrial parks
 6. Develop and nurture client relationship by identifying requirements; anticipating and resolving problems
 7. Review arrears and collections
 8. Collaborate and Liaise with Projects & Facilities Division on maintenance plans and budgets for industrial parks
 9. Negotiate and execute all Letters of Intent, lease renewals, and early term closures in conjunction with Legal
 10. Develop and utilize appropriate vendor/supplier selection practices
 11. Negotiate and determine terms and conditions for suppliers and vendors
 12. Develop an appropriate strategy for the disposal of moribund and under-performing assets
 13. Ensure Industrial Parks operate on a commercial basis
 14. Overseeing Land and Building sales
 15. Engaging in continuous Business processes improvement
 16. Manage team members, leveraging their talent, skills and abilities to drive department strategy and develop future leaders for the organization
 17. Collaborate with members of the Executive and Management teams and key stakeholders to produce corporate and strategic plans for the company
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18. Support the execution of Audit reviews geared toward improving risk management and unit and corporate performance
19. Comply fully with the Company's and the Division's operating policies and procedures, safety policies and procedures, Core Values and Charter of Business Ethics
20. Perform any other related job duties

Education and Job Experience

1. B.Sc. in Management; Finance or Economics
2. Master's Degree preferred
3. An appropriate blend of project and asset management experience is required.
4. At least eight (8) years progressive experience in urban real estate development, five (5) 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 education and experience

Knowledge, Skills & 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. Able to execute at the strategic level.
5. Leadership and time management qualities are paramount.
6. Able to multitask given the need to work under pressure and tight deadlines.
7. Excellent interpersonal, communication and presentation skills.
8. High level of integrity.
9. Advance Negotiation Skills.
10. Customer Orientation.
11. Ability to build and sustain relationships.

All interested suitably qualified applicants should submit their resumes by February 08, 2022 to:

Email: careers@eteck.co.tt

Subject: **Vacancy – Vice-President, Real Estate Assets**

Unsuitable candidates will not be acknowledged.

