

VICE PRESIDENT - REAL ESTATE ASSETS

Evolving TecKnologies and Enterprise Development Company Limited (e TecK) is a State Enterprise mandated to create and develop business parks and to provide modern infrastructure and related services in support of economic development.

JOB SUMMARY

Reporting to the President, the Vice President – Real Estate Assets is responsible for overseeing the management, commercialization, lease administration and operational performance of the Company's real estate portfolio, including industrial parks, economic zones, commercial properties, and hospitality assets. The role focuses on tenant and stakeholder management, revenue optimization, lease negotiations, asset sustainability, and ensuring operational efficiency and compliance across the portfolio.

KEY RESPONSIBILITIES

1. Assist in the development and execution of strategic plans for the management and optimization of the Company's real estate and hospitality assets.
2. Support initiatives aimed at improving the infrastructure, operational efficiency and commercial viability of existing industrial parks and economic zones.
3. Oversee the administration and management of commercial leases, licenses and tenancy agreements across the Company's asset portfolio.
4. Coordinate lease negotiations, renewals, amendments, rent reviews and terminations in accordance with Company policies and delegated authority.
5. Monitor tenant compliance with lease obligations, operational standards and statutory requirements.
6. Manage tenant relationships and address tenant concerns, disputes and operational issues in a timely and professional manner.
7. Monitor occupancy levels and implement strategies to improve tenant retention and commercial utilization of assets.
8. Oversee rent collections, arrears management and arrears recovery initiatives to improve financial performance.
9. Support the operational oversight and performance management of industrial parks, economic zones, commercial facilities and hospitality assets.
10. Coordinate maintenance, repairs, infrastructure upgrades and facilities management activities to ensure assets are maintained to acceptable operational and safety standards.
11. Assist in the preparation and monitoring of operational budgets, maintenance plans and asset performance reports.
12. Prepare management reports, lease summaries, operational analyses and recommendations for Executive Management and the Board.
13. Provide leadership, guidance and coaching to subordinate staff.
14. Promote a culture of accountability, customer service excellence, innovation, continuous improvement and commercial discipline.
15. Perform all duties in conformance to appropriate health, safety, security and environmental policies and procedures.
16. Perform any other duties as required by the job function.

QUALIFICATIONS & EXPERIENCE

1. Bachelor of Laws (LLB) with a Legal Education Certificate (LEC) or equivalent, or Bachelor's Degree in Property Management from an accredited university.
2. A Master's degree in Business Administration, Management, or an LLM from an accredited institution will be an asset.

3. At least ten (10) years' related experience in commercial property management, lease administration, asset management, industrial park management, facilities management, or a related field.
4. A minimum of seven (7) years' experience in a managerial or senior supervisory role with responsibility for commercial assets, tenant management, lease negotiations and operational oversight.
5. Demonstrated experience in lease administration, contract management, tenant relations, revenue collection oversight and property operations management.

COMPETENCIES

1. Strong leadership, analytical, communication, negotiation and decision-making skills.
2. Exhibit clear, professional and persuasive verbal and written communication skills suited to executives, employees and external stakeholders.
3. Ability to negotiate favourable terms, resolve disputes, manage claims and influence outcomes effectively with clients, suppliers and stakeholders.
4. The ability to effectively lead, motivate and develop teams to achieve organizational objectives while fostering a culture of accountability, collaboration and high performance.
5. The ability to build, manage, and sustain effective relationships with internal and external stakeholders, including government agencies, investors, tenants, service providers and strategic partners.
6. Working knowledge of relevant laws, regulations, and standards relating to property management, leasing, occupational health and safety, and contract administration.

Or any equivalent combination of qualifications and experience.

Interested persons who meet the above criteria are invited to submit their applications no later than **Friday 5th June, 2026** to **jobstt@eteck.co.tt**

*Only shortlisted applicants will be acknowledged
All applicants will be treated in the strictest confidence.*