



Department of Environment and Natural Resources
Natural Resources Development Corporation
9th Flr. DENR by the Bay Building, 1515 Roxas Blvd., Ermita, Manila
Tel. No. 8521-9421 / 8521-9455
Website: <http://nrdc.denr.gov.ph> Email: records.nrdc@gmail.com

PROPERTY MANAGER
P 51,902.40 (monthly rate)

Duties and Responsibilities

1. Building Inspection and Oversight
 - a. Assisting the Project Manager in overseeing the Developer's progress
 - b. Day-to-day monitoring of the Developer's activities related to punch list items and balance of works
 - c. Ensuring alignment with project standards, goals, and schedule
 - d. Offering expert recommendations for effective property management
2. Property Management
 - a. Professional management of the project and PMO personnel
 - b. Primary responsible for maintaining and leasing of commercial spaces/units
 - c. Monitoring fiscal performance of the commercial spaces, including monitoring of the residential buildings
 - d. Routine property inspections and maintenance
 - e. Perform other tasks that may be required and assigned by the NRDC
3. Reporting
 - a. Prepare and submit regular monitoring reports and other ad-hoc reports

Qualification Standards

1. Education: Licensed Architect, Civil Engineer, Electrical, or Mechanical Engineer
2. Experience: At least 4 years of experience in the same capacity as a Property Manager, with experience in handling a start-up property and bringing it to operational status.

Please send the following requirements to recruitment.nrdc@gmail.com

1. Application Letter addressed to:

*The Officer-In-Charge
Natural Resources Development Corporation
9th Flr, 1515 DENR by the Bay Building, Ermita, Manila*

2. Resume
3. Personal Data Sheet