Position: Property Maintenance Project Manager

Job Description:

As a Property Maintenance Project Manager at Facilities Pro 4U, your role is vital in managing and coordinating property maintenance projects for our diverse client portfolio. Key responsibilities include:

- Collaborating with property owners to understand their maintenance needs.

- Developing project plans, budgets, and timelines for property maintenance projects.

- Overseeing project execution, including managing maintenance staff and contractors.

- Ensuring projects are completed on time, within budget, and in compliance with regulations.

- Monitoring project progress and making necessary adjustments to achieve project goals.

- Communicating project updates to clients and stakeholders.

- Maintaining detailed project documentation, including reports, budgets, and schedules.

Qualifications:

- Diploma of Project Management or Bachelor's degree in a relevant field (e.g., construction management).

- Proven experience in property maintenance project management.

- Strong organisational and leadership skills.