

Technical Manager

Department: CBRE Kft. Asset Services

Reporting to: NRP Technical Manager

Key Role & Responsibilities:

1. People Management & Teamwork:

- Coordinate and manage all activities of the contractors. (maintenance, repairs, technical and others)
- Help the NRP technical manager work in his own tasks.
- Cooperate with other departments from Centre management team (e.g. Centre Management, financial, marketing, retail)
- Liaison with tenants, to manage their ongoing operational management and technical requests & complaints.
- Share the responsibility for duty management of the Mall
- Support the NRP Technical manager managing supplier works in the building (tenant fit out, repairs, investment, refurbishment, etc.).

2. Budget Management:

- Manage the operational (Hard FM) part of service charge budget and prepare recommendations for the capital expenditure budget
- Monitor the operational (Hard FM) part of service charge & CAPEX budget use and report on variance
- Provide operational finance/budget data, analysis as required to Monthly/Quarterly/Yearly Reports

3. Operational Management Activities

- tenants and other users and contractors.
- Manage in the management of construction defects of the Mall and its operational systems.
- Controlling & ensuring tenants compliance with e.g. User, Building regulation, repair & maintenance, reinstatement
- Management of tenants operational "complaints"
- Manage and ensure fulfilment of third party contractors contractual obligations to ensure smooth operation, repair.
- Approving all operational expenses incurred in the day to day management operation and repair/ replacement of the part of the Mall
- Managing the Mall & Suppliers to ensure most cost effective solutions at all times.
- Management and coordination of any matters arising following Insurer or other statutory inspections.
- Management of continuous energy savings

4. Policies, Procedures and Reporting (Hard FM)

- Implement and control operational processes, procedures and systems in operations department for the Mall and coordinate of follow-up procedures
- Coordinate & provide Operational data for monthly management reports
- Coordinate & provide operational data for annual business plan
- Provide data for 1/3/10 year maintenance plans asset registers etc.
- Implement system for and manage all Mall assets, spare parts, equipment.
- Implement and manage "QA" system for ensuring performance of third party constructor.

5. Internal & External relations:

- Work closely with the Centre Manager and team especially with CBRE managers such as: Finance Manager, Office Manager, Marketing Manager, and Leasing Manager
- Work closely with Asset Manager from Landlord in supporting them in their management of building construction, fit out, technical and warranty matters
- Cooperate with other employees from Landlord, as necessary
- Managing relationship with respective local Municipal authorities (e.g. fire, environmental health, building control,) and Utility companies.
- Cooperate on daily basis with tenants of the Mall
- Appoint (as directed) and cooperate with other external consultants appointed by the Landlord including Engineers, Architects, Designers, Fire and Energy Management, Insurers, Energy management, Environmental advisers, etc.

Knowledge & Skills, experience:

- Operations and administration of commercial property (shopping centers repairs and maintenance/building services contracts, client reporting
- Understanding of commercial leases and service charge structures
- Lease administration, credit control, revenue and service charge budgeting/reconciliations
- Understanding of the H&S regulations
- Technical degree
- 5 years experience in similar field
- Fluent English both in written and oral