

**Balkan Finance Investment Group** is one of the largest private investment groups in Albania and the region, present with activities for Real Estate Development, Retail Sales, Service Delivery and Management of Commercial or Industrial Space, Telecommunications, Mining Industry, Financing and Trust Programs for Consumers.

**Green Coast** part of Balfin Group is a company focused on design, construction, operation, management, maintenance, operation of tourist resorts, development of tourist facilities and villages and hotel units.

**Position:** Assets & Service Manager

**Department:** Assets & Service

**Location:** Tirana

**Summary of Duties:** The primary function of the Assets and Service Manager is to assist in all aspect of the administrative, financial, capital and operations of the assigned portfolio. The Assets & Service Department is responsible for deploying the strategy of managing the company assets, which are of various typologies, lifespan and destinations. Key objective is to meet project business plans/needs, targeted return on asset and at the same time optimizing customer experience. The overall role of the Assets and Service Management Department is very essential to the company.

#### **Role and Responsibilities:**

- Asses the asset business life starting with the business idea, estimate the investment value, prepare the business case for approval, commercialize it, monitor the financial performance and indicators, identify and address improvements in the process and the strategy applied when deviances are identified;
- Performs continuous market analysis & monitoring, driving sector best practices to add improvements to it, to identify current and potential problems regarding the strategy in place and key operational aspects of it, in order to assure that losses are optimized, earnings are maximized and capital is preserved.
- Maximize Asset Return during his entire lifetime
- Monitor the quality of services provided by third parties for the assets
- Identifying & approving the commercialization strategy of the Investment
- Identify potential tenants, renting negotiations & contractual relationship management;
- Identify & apply common service areas, manage service quality & consistency;
- Compile and monitor yearly budgets
- Supervise operations results vs business plans & budgets
- Operational management of the activities of assets throughout the identified period
- Monitor the quality of services provided by third parties for the assets
- Financial analysis, market studies and industry standard reporting

- Support in operational activities like;
- Administrations and condominium rules,
- HR support on hiring & training staff
- Sales & MKT activities
- Identification of Operational Managing Partners through financial business plans evaluations
- Support on infrastructure developments needed to start operations
- Reporting and monitoring of performance KPIs

**Other Job Competences:**

- Leadership
- Problem Solving/Analysis and Decision Making
- Performance Management
- Communication Proficiency
- Touristic & Residential Services' Advisory.
- Budgeting & Investment worthiness analysis.
- Planning, organizing and coordinating BP implementation.
- Sales and Marketing Support in Business Plan implementation

**Requirement for the job position:**

- Bachelor's degree in General Administration, Master's degree is a plus
- 3 years' experience in customer relations; preferably experience in real estate and property management.
- Analytical abilities and problem-solving skills
- Excellent communication and speaking skills
- Ability to coordinate work and relevant projects.
- Ability to work in team.
- Very good knowledge of English and Italian it is necessary, other foreign languages would be an advantage.
- Good negotiation skills

**Application Procedure:**

All the interested candidates are welcomed to submit their CVs and Letter of Interest in the address [hr@greencoast.al](mailto:hr@greencoast.al) with subject **GC\_0919**

**Deadline Application:** 21 July 2019

Only selected candidates will be contacted for the interview.

\* All applications will be treated with full confidentiality under Law no. 9887 decided by the Albanian Parliament for "Personal Data Protection".