

Job Description of Property Manager

Property Manager: Property, plant and equipment's all are considered as an asset because of its long term benefit where as a manager is any person who is responsible for managing property (assets/resources) of an individual or organization. As a property manager he/she is responsible for many activities. All the responsibilities of a property manager are included in a property manager job description. So whatever the responsibilities are mentioned in job description, you need to perform as a successful property manager. Although in apparel industry property manager are not commonly seen but this kind of manager can be appointed to ensure better management and better application of valuable property and resources.

Property Manager Job Description

If you are appointed as a property manager, then you will be responsible for the following activities. But remember that your responsibilities are not limited with these:

1. As a property manager you are required to take care every fixed asset/property within the job scope.
2. Purchase of necessary property/resources, ensuring right quality and quantity for the best price.
3. Lending of property to individuals, organization for a particular price and you have to ensure that it meets all the interest of the lender.
4. Properly negotiate with the clients for purchase of new property or selling of existing property.
5. Identify necessity of doing repair and maintenance of the valuable property and also make a schedule repair and maintenance plan.
6. Select the right method of valuation of the property at the time of selling or revaluation.
7. Keep records of every monetary transaction which is related with property, plants and equipment.
8. Identify the requirement of new property and sourcing of that property, machine, equipment, land, building etc.
9. Prepare lease agreement, lease plan of high value property and lest the property to the right people/organization/company.
10. Give each and every update to your boss about every major issues related with the property so that regulating authority know every single aspect.
11. Calculate tax and other charges imposed by the government and pay off time to time to ensure the properties are using legally.
12. Make a complete list of property based on the value of the property.
13. Arrange protection facility so that property misuse can be reduced and also property can be protected from future theft.
14. Take decision on whether you will buy the property or use it as a lease basis.
15. Cost benefit analysis of all the property and ensure best possible use of the resources.