Assistant Estate Manager

Accra · 5 à 10 ans d'expérience · Réf. 2611061508

Ma recherche

Contrat recherché : Tout contrat
Zone : Toute la France
Mobilité : sur toute la france
Rémunération : a étudier
Secteur : Batiment

Formations

12/2025 — Bac +3 — Simon Diedong Dombo – University of Business and Integrated Development Studies
Bachelor of Science in Real Estate
12/2022 — Bac +2 — Simon Diedong Dombo – University of Business and Integrated Development Studies
Diploma in Estate Agency
12/2016 — Bac — Saint John’s School
Applied Science – Geography

Expériences professionnelles

10/2026 - 12/2026 — Assistant Estate Manager

12/2025 - 09/2026 — Assistant Estate Manager (National Service)

Supported the day-to-day management and monitoring of the hospital’s physical assets and facilities. Contributed to preparing and updating asset registers to improve property identification, documentation, and tracking. Helped identify and report maintenance and facilities issues requiring attention. Supported coordination of facilities-related activities and followed up on outstanding tasks. Maintained relevant property and facilities management records and documentation. Collaborated with staff to help ensure facilities-related tasks were completed efficiently and on time.

11/2023 - 11/2023 — Verification Officer

08/2023 - 09/2023 — Facilities Management Intern

09/2022 - 01/2023 — Facilities Management Intern (Industrial Attachment)

Conducted regular inspections of buildings and facilities to identify maintenance issues and defects. Monitored maintenance activities and followed up on corrective works. Recorded identified defects and facilities-related issues to support appropriate action. Followed up with maintenance staff to help ensure assigned tasks were completed. Helped monitor the condition and proper functioning of managed properties and facilities. Bill collections for water.

01/2018 - 03/2021 — Teacher

Taught science and mathematics

04/2017 - 07/2019 — Photographer / Photo Editor

Langues

English (bilingue), Twi (bilingue)

Atouts

Asset management, Asset register preparation, Property inspections and condition monitoring, Works coordination, follow-up, Facilities operations and monitoring, Property records management, Planning, checklist preparation, Microsoft Office, SPSS, ArcGIS, Photoshop, CorelDRAW, Canva, Video editing: Wondershare Filmora, PowerDirector, and CapCut, ChatGPT, Notion AI, Grammarly, QuillBot, Teaching primary school pupils (Grades 1–6) and junior high school students (JHS 1–3), Educational sciences, Building maintenance, Maintenance management, Building maintenance log, Maintenance works monitoring, Facility management

Fiche anonyme — l'identité et les coordonnées du candidat sont communiquées aux recruteurs qui en font la demande sur pmebtp.com.