

Safland Residential Administrator Vacancy

Swipe for more info on the position!
Closing Date: 24 August 2026

Organisation: Safland Property Services
Location: Windhoek, Namibia
Employment Type: Permanent
Job Level: Mid-Level Administration
Transport Requirement: Valid Drivers Licence
Travel Requirement: Not Required

SAFLAND
PROPERTY GROUP

Advertisement Period

- Advertisement Opens: **18 August 2026**
- Closing Date: **24 August 2026**

Position Overview

The Residential Administrator is responsible for the overall management and administration of residential properties under the company's management portfolio. This role ensures effective tenant relations, landlord engagement, arrears management, property upkeep, and compliance with body corporate governance. The Residential Administrator plays a critical role in safeguarding property value, ensuring smooth operations, and enhancing tenant satisfaction.

Key Responsibilities

1. Landlord & Tenant Relations

- Act as the primary liaison between landlords, tenants, and trustees.
- Provide landlords with regular feedback on property performance, vacancies, and arrears.
- Address tenant queries, complaints, and disputes in a timely and professional manner.
- Ensure compliance with lease agreements by both landlords and tenants.

2. Lease & Rental Management

- Manage the leasing process, including advertising vacancies, tenant screening, and lease negotiations.
- Oversee lease renewals, extensions, and terminations in line with company policy.
- Monitor rental payments, pursue arrears, and implement collections procedures.
- Provide monthly arrears reports and recommend legal action where necessary.

3. Property Readiness & Maintenance

- Ensure all units are inspected and prepared for new occupancies.
- Coordinate renovations, repairs, and maintenance with contractors and service providers.
- Implement preventative maintenance schedules to preserve property value.
- Ensure compliance with safety and health standards in all units and common areas.

4. Budgeting & Financial Control

- Draft annual budgets for each property and body corporate in consultation with landlords and trustees.
- Monitor expenditure against approved budgets, ensuring cost control.
- Oversee utility billings, levies, and other recoverable charges.
- Assist in financial reporting to landlords and trustees.

5. Meetings & Reporting

- Attend Annual General Meetings (AGMs) and Trustees'/Directors' meetings.
- Prepare and present reports on financials, arrears, property performance, and maintenance updates.
- Ensure decisions taken at meetings are implemented and communicated to relevant stakeholders.

6. Body Corporate & Governance Duties

- Act as liaison between trustees, owners, and managing agents to ensure compliance with body corporate rules and the Sectional Titles Act (where applicable).
- Oversee the collection of levies and ensure arrears recovery processes are in place.
- Ensure that common property is well maintained, clean, and safe.
- Implement and enforce conduct rules, including handling of disputes and breaches (e.g., short-term letting, noise, unauthorized alterations).
- Manage caretaker staff or contractors responsible for cleaning, gardening, and security.
- Assist in compiling AGM packs, distributing notices, and maintaining body corporate records.
- Advise trustees on statutory requirements, compliance matters, and insurance obligations.
- Ensure contractor work on common property is approved, supervised, and completed to standard.

7. Compliance & Legal

- Ensure all operations comply with tenancy laws, sectional title legislation, and company policies.
- Liaise with legal representatives regarding tenant evictions, arrears collections, and disputes.
- Ensure properties are compliant with occupational health and safety requirements.

Key Skills & Competencies

- Strong communication and negotiation skills.
- Knowledge of property management, residential leasing, and body corporate legislation.
- Financial literacy with budgeting and arrears management experience.
- Ability to manage contractors and service providers.
- Problem-solving and conflict resolution skills.
- Strong organizational and reporting skills.

Qualifications & Experience

- Relevant Diploma/Degree in Property Management, Real Estate, or Business Administration (preferred).
- Minimum 5 years' experience in residential property management or body corporate management.
- Knowledge of Sectional Titles Management Act (or relevant local legislation).
- Proficiency in property management software and MS Office.

Application Submission

Interested candidates are invited to submit their CVs to: **vency@safland.com** with the subject line **"Residential Vacancy - Safland"**

Join the innovative team at **Safland Property Services** and contribute to building a strong and dynamic brand presence in Namibia.

Only short-listed candidates will be contacted.