



**Crowe DNA (Pty) Limited**

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Vacancy: Estate Manager

Date: 08 July 2021

**Our client in the Estate Management industry is seeking a skilled Estate Manager to join their team!**

The purpose of the Estate Manager is to ensure that the HOA of the client Estate runs smoothly and that all operations including security, maintenance, compliance to rules, financial controls, meetings, and staff management is carried out in an effective manner. This role also manages projects as and when necessary.

**This role will be responsible to:**

- Manage estate security portfolio;
- Manage upkeep of all garden and maintenance related matters;
- Ensure that all general administrative tasks are attended to;
- Manage homeowners on-boarding as well as queries and complaints;
- Attend monthly and annual meetings; and
- Manage staff and any projects as mandated by the HOA committee.

Lastly, our **key requirements** include:

- Grade 12 or equivalent;
- Diploma or Degree advantageous;
- Minimum of 5 years' experience in a similar position;
- Previous experience managing a team; and
- Solid business and operational acumen.

**If you meet the above requirements and are seeking to join a growing business, then this position is for you!**

Applications close 30 July 2021, Submit your CV to [infodna@crowe.za.com](mailto:infodna@crowe.za.com) today!