



MALLUSK

ENTERPRISE PARK

Making Enterprise Possible

Job title	Property Officer
Reporting to	CEO
Location	Mallusk Enterprise Park, 2 Mallusk Drive, Belfast, BT36 4GN
Hours of Employment	36.5hrs per week (flexible)
Annual Leave entitlement:	25 days plus public holidays.
Salary	Salary Scale: Negotiable and depending upon experience Plus Private Health Insurance (benefit in kind) and enrolment on Company Pension Scheme
Duties & Responsibilities	<ul style="list-style-type: none">• Ensure all park operations are carried out in an appropriate, cost-effective way (i.e. Health and Safety, Fire Risk, Insurance etc.)• Conduct annual audits on services (i.e. Utility services)• Conduct annual inspections of office and industrial units• Handle Property Enquiries• Facilitate Property Viewings• Administer the tenancy process from start to finish• Handle day to day tenant enquiries• Liaise with statutory bodies and utilities companies where appropriate i.e. Land and Property Services to claim vacant rates/ contact power suppliers following change of tenancy• Be the first point of contact for all park and property maintenance requirements• Oversee external contractors i.e. cleaners, maintenance personnel such as joiners, plumbers, electricians etc.• Ensure all maintenance inspections are up to date i.e. fixed wire testing, passenger lifts, fire alarms, emergency lighting, intruder alarm etc.
Person Specification:	Essential Qualifications / Experience <ul style="list-style-type: none">• Minimum of one years' experience of facilities administration Desirable Qualifications / Experience <ul style="list-style-type: none">• For the purpose of tenancy administration a working knowledge of credit control and Quikbooks would be advantageous but is not essential for the role.

To apply for this position please email your CV, in confidence, to emma.garrett@mallusk.org by 5pm on Friday 18th November

Interviews will take place week commencing 21st November 2022