

JOB DESCRIPTION: ASSISTANT MANAGER ESTATE

AM Estate would have the following responsibilities:

- 1) Assisting Manager Estate for development and implementing marketing strategies, he would assist in planning and executing marketing campaigns and strategies to promote real estate properties to potential clients.
- 2) Conducting property inspections, managing rental agreements, overseeing property maintenance, and maintain land/property record during the transaction process.
- 3) Having strong engineering skills especially in Land Surveying, allocation of sites and calculation of complex site areas with understanding of Pakistan Railway Land Plans.
- 4) Familiar with using surveying tools for demarcation of provided Pakistan Railways lands.
- 5) Lands Mapping of PR Land areas as required using Auto Cad (2D & 3D software) when required.
- 6) Provide technical assistance and support to users of Geo Information Systems and applications for marking of lands on Google Earth.
- 7) Collecting and analyzing data on market trends, competitor activities, and customer preferences to identify opportunities and inform marketing and sales strategies. This may involve analyzing data, monitoring industry trends, studying customer behavior and preferences, and conducting market surveys or focus groups.
- 8) Creating organizational systems to support accurate record keeping with technical writing and letter drafting.
- 9) Liaison with Government Institutions / Pakistan Railway Offices and establishing communication with private stakeholders.
- 10) Any other task assigned by the Management.

QUALIFICATIONS & EXPERIENCE

A Masters / Bachelor degree in Marketing / Business Administration. The candidate is expected to have excellent verbal, communication and management skills, having minimum 05 years of demonstrated ability of having performed on similar position in Real Estate industry. (Experience with Pakistan Railway / Public Sector Companies will be preferred).