

Job Title: Real Estate Manager

Company: Henley Property Developers Ltd
Location: Uganda
Reports To: Group Head Business Development

Job Purpose

The Real Estate Manager will be responsible for driving property sales and business development, overseeing property maintenance and tenant relations, managing real estate teams, and ensuring accurate reporting on performance, occupancy, and revenues. The role is key in maximizing asset value, increasing sales, and ensuring efficient property operations.

Key Responsibilities

1. Sales & Business Development

- Develop and implement sales strategies to achieve property sales and leasing targets.
- Identify new business opportunities, partnerships, and market segments to grow the company's real estate portfolio.
- Market residential, commercial, and mixed-use properties through site visits, negotiations, and client engagements.
- Lead contract negotiations, closing of sales, lease agreements, and renewals.
- Maintain strong relationships with clients, agents, financiers, and other stakeholders.
- Conduct market research and competitor analysis to guide pricing and sales decisions.

2. Property & Maintenance Management

- Oversee day-to-day property management operations across all managed sites.
- Ensure properties are well maintained, safe, and compliant with statutory and regulatory requirements.
- Coordinate preventive and corrective maintenance schedules with contractors and internal teams.
- Manage service providers, vendors, and contractors to ensure quality and cost-effective service delivery.
- Handle tenant complaints and ensure timely resolution to maintain high customer satisfaction.

3. Team Management & Leadership

- Supervise and lead sales, property management, and maintenance teams.
- Set performance targets, KPIs, and conduct regular performance reviews.
- Coach, mentor, and train team members to improve productivity and professionalism.
- Ensure adherence to company policies, procedures, and ethical standards.
- Foster teamwork and a results-driven culture within the department.

4. Financial Management & Reporting

- Prepare and present periodic reports on sales performance, occupancy rates, rental collections, and maintenance costs.
- Monitor budgets, control operational costs, and ensure profitability of managed properties.
- Support preparation of forecasts, cash flow projections, and annual budgets.
- Maintain accurate records for leases, sales, maintenance, and tenant information.
- Provide management with data-driven insights to support decision-making.

5. Compliance & Risk Management

- Ensure compliance with land laws, lease agreements, and real estate regulations.
- Manage risks related to property operations, tenant management, and asset protection.
- Liaise with legal advisors on disputes, contracts, and regulatory matters when required.

Key Performance Indicators (KPIs)

- Sales and leasing targets achieved
- Occupancy and tenant retention rates
- Revenue growth and cost control
- Property condition and maintenance turnaround time
- Team performance and productivity

Qualifications & Experience

- Bachelor's degree in real estate management, Business Administration, Marketing, Property Management, or a related field.

- Professional certification in real estate or property management is an added advantage.
- Minimum of **5–7 years' experience** in real estate sales, property management, or business development, with at least **3 years in a managerial role**.
- Strong understanding of the Ugandan real estate market and regulatory environment.

Skills & Competencies

- Strong sales, negotiation, and closing skills
- Leadership and people management ability
- Excellent communication and client relationship skills
- Financial acumen and reporting skills
- High level of integrity, professionalism, and attention to detail
- Ability to work under pressure and meet targets