



Job Description

Position Title	Assistant Manager – Housing
Department	General Administration
Reporting To	Senior Manager, Administration
Type of Position	Full-Time
Apply Here	https://habib.edu.pk/hu-careers/apply-online

POSITION DESCRIPTION

Performs a range of associated administrative support and customer service activities, requiring advanced or specialized knowledge and skills of off-campus housing management. Plans and performs the day-to-day administrative and operational activities. Coordinates and facilitates residents for their needs. Provides support to special assignments assigned time to time within the department.

DUTIES AND RESPONSIBILITIES

- Prepares operation of housing by ordering supplies, taking inventories and resolve maintenance list of repairs.
- Greet new a resident and give a short tour of the housing area and residents stay period for charging.
- Communicate and conduct periodic room inspections and report any damage to Senior Manager - Administration.
- Find and track housing maintenance issues, place maintenance requests, ensure completion and maintain records.
- Work with Academic Operation’s Department and advise staff in advance of new roommate arrivals.
- Available during late hours for lockouts, phone messages, emergencies, etc.
- Enforce housing policies including rules of the society / apartment building.
- Coordinate and ensure services of apartment building as per the maintenance and rent contracts, and general norms.
- Conduct monthly space health inspections.
- Communicate and enforce housing Emergency Procedures for all residents and handle emergency phone calls as necessary.
- Develop and manage transportation of the residents.
- Timely payment of utility bills by preparing the request into the system and coordination with concerning departments for the payments.
- Prepare monthly expense reports of each unit and ensure budget compliances.
- Coordination with the owner of the premises for their payments, his obligations under the contract, contracts renewals, preparation of new contracts etc.
- Do market search for the new premises as and when required.
- Knows and follows all institution, Administration, Financial, Security and Safety polies and procedures.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Preferably a Bachelor’s Degree
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Required Experience	✓ 2 years of work experience
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REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Communication skills (verbal and written)	High
2.	Problem solving skills	High
3.	Interpersonal skills	High
7.	Organizational skills	High
8.	Time management skills	High
9.	Conflict Resolution	Medium

Verified By (For HR Only)

Line Manager (If Any)

Head of the Department

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