

Property Onboarding Manager

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Company: Snaphunt

Location: Colombia

Category: other-general

The Offer

Work in a company with a solid track record of performance

A role that offers a breadth of learning opportunities

Work alongside & learn from best in class talent

The Job

Responsibilities:

Lead a detailed 300-step onboarding process for precision and efficiency.

Collaborate with designers, builders, and suppliers to ensure flawless property projects.

Manage and support your team to complete tasks on time and to high standards.

Quickly resolve issues to minimize delays in the onboarding process.

Negotiate effectively with vendors and contractors to maintain high standards.

Oversee property preparation, including furniture setup and logistics, for timely project completion.

Excel in a fast-paced, demanding environment, utilizing quick decision-making and fluent English.

Qualifications:

Previous experience in property management or project management is preferred.

Exceptional command of the English language, both written and verbal.

Strong leadership skills with a track record of delivering outstanding results.

Detail-oriented mindset, capable of managing multiple tasks simultaneously.

Ability to inspire and motivate your team to achieve greatness.

The Profile

You have at least 2 years experience including solid experience in a similar role within Hospitality, Leisure, Travel.

You possess excellent communication and influencing skills, are organised and able to multi-task effectively.

You have working knowledge of Onboarding Process, Project Management, Hospitality and High English Level

You pay strong attention to detail and deliver work that is of a high standard

You are highly goal driven and work well in fast paced environments

You possess strong analytical skills and are comfortable dealing with numerical data

The Employer

Our client is a real estate service firm based in Saint Louis, Missouri. Join them in revolutionizing customer service solutions for the real estate industry.

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