

Colombia Jobs Expertini®

Property Renovation Coordinator

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Company: Saphunt

Location: Colombia

Category: business-and-financial-operations

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

Role Description:

Lead a dedicated team to ensure the flawless execution of property projects, collaborating closely with designers, builders, and suppliers.

Oversee a meticulous 300-step onboarding process to guarantee precision and efficiency in property transformation.

Utilize effective negotiation skills with vendors and contractors to uphold our high standards.

Thrive in a demanding environment by making quick decisions

Manage and support your team to deliver tasks promptly and to the highest standards.

Ensure timely completion of property preparation, including furniture setup and logistics, to meet project deadlines.

Promptly resolve any issues to minimize delays in the property onboarding process.

The Profile

Requirements:

You have at least 2 years experience including solid experience in a similar role within Airbnb.

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

Previous experience in property management or project management is preferred.

Exceptional command of both written and verbal English language skills to be able to effectively liaise with stakeholders in the region.

Demonstrated leadership abilities with a proven track record of delivering outstanding results.

Detail-oriented mindset with the ability to manage multiple tasks simultaneously.

Capability to inspire and motivate team members to achieve excellence.

The Employer

Our client is an esteemed property management firm based in UK, where we set the benchmark for excellence in the industry. With a focus on delivering unparalleled hospitality to property owners and guests alike, our client specialize in seamlessly transforming new properties into coveted Airbnb listings.

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