

Real Estate Office Manager Job Description

- Working directly and/or liaising with real estate property owners
- Overseeing and managing the planning and execution of the overall plan for the management of a property and/or employees
- Communicating real estate management plans with specialized staff and/or professional personnel
- Overseeing and managing the activities of staff on all levels, including recruitment and hiring, performance reviews, and termination when necessary
- Travelling to supervise all real estate locations if multiple properties are involved
- Meeting and/or liaising with vendors and suppliers to negotiate contracts
- Monitoring budget and system management, including annual budgets, the schedules for various employees, the utilization of estate facilities, and payroll management
- Acting as the direct representative of the estate in compliance with the property owner's interests.