



CONNEXION
DIAMOND ISLAND

Manager Job Description

Phnom Penh, 19 July 2023

Property Background

Connexion is a 'work & lifestyle sustainable hub' on Koh Pich Island, repurposing 45,000sqm of an uncompleted shopping mall. An initiative in line with the current 'adaptive re-use' or 'repurposing' architecture movement.

The complex is to host offices, cultural & event halls, food & beverage outlets, shopping areas, hotel rooms, a supermarket, kids and sports facilities, right in the center of Phnom Penh.

An advanced bioclimatic design ambitions to help reduce the usage of air-conditioning and lighting, while the airflow crossing the building will prevent the appearance of urban heat islands in its surroundings. With its tenants, we will strive to create more community-like living and working environments, bringing back the sense of neighborhood.

Connexion complements its nearby sister-properties: Treellion Park, Aquation Green Office Park, DIB Club, Floation, E-kart Station and Elysée Office Buildings, operated under Maads branding (see www.maads.asia), as well as Coconut Club and Diamond Bay Garden operated by OCIC (see www.ocic.com.kh).

Job Summary

In collaboration with a Team to recruit, build-up and implement a strategy to raise the notoriety of the project to acquire a large tenant base. Promote and represent the property, actively engaging with potential corporate clients, real estate agents and artists. Regularly visit the construction site, undertake or supervise admin tasks. Manage relations with the Tenants, build a lively community and ensure the property and units are well prepared and maintained.

Detailed Responsibilities

- Keep the office daily.
- In coordination with the operators, create the staffing chart.
- In coordination with the operators, conduct the recruitments of the Team.
- Provide directions and leadership to Teams (gardeners, cleaners, maintenance, security).
- Regularly visit the construction site, monitor the progress, attend contractors site meetings.
- Provide comments and suggestions to the operators in regards to work progress.
- Ensure with contractors rented spaces are made well and ready on time to handover.
- Establish a retro-planning for pre-opening/opening tasks, rentals, recruitments, etc.
- Ensure perfect security, maintenance and cleanliness of the premises.
- Coordinate with colleagues the quality development of all marketing materials.
- Coordinate with colleagues the development of onsite signage, factsheets and brochures.
- Coordinate with webmaster the completion and upgrade of the website.
- Coordinate with colleagues the ongoing posting on social media in English, Khmer, Chinese.
- Invite decision makers to visit the site and our other properties whenever possible.
- Network corporations, international organisations, chambers of commerce, NGOs, etc.

- Attend professional networking events.
- Signup Tenants according to agreed tenant mix and following objectives set per month.
- Maintain excellent ongoing relationship with tenants.
- Build a sense of Tenants' community and lively property, with regular events, conferences...
- Develop and maintain prospects/clients' databases. Create appropriate/secured backups.
- Prepare rental contracts and other administrative documents.
- Follow-up rental payment schedule, send late tenants reminders.
- Follow-up admin tasks and conduct initial basic accounting.
- Organise the Team's salary payments, follow-up on the Team's working hours and holidays.
- Monitor competitors' offers and actions, visit their facilities.
- Remain updated with reports and forecasts published by local real estate experts.
- Provide feedback and suggestions for improvements of the facility and marketing approach.
- Maintain excellent and ongoing communication with operators and sister-businesses teams.
- Create monthly activity reports (including on new contacts, actions taken, overall progress).
- Answer promptly any urgent messages, including outside working hours or assign someone.

Report

- To MAADS Founders, and from time to time to OCIC Executive Director, Development Owner.

Profile

- Good understanding of the corporate office market in Phnom Penh.
- Sensitive to green/sustainable real estate.
- At least 2 years of proven experience in corporate real estate in Cambodia.
- Excellent sense of team management.
- Excellent public relations abilities, both with the Cambodian and expatriate communities.
- Patient and calm, able to maintain great relations with all the Teams.
- Flexible with work schedule (events often outside of office hours).
- Excellent English, Khmer being a big plus.

Schedule

- Full time, 9am – 12pm & 1pm – 6pm, 5 days per week, and one Saturday every month.
- Evening and weekend work sometimes necessary to meet deadlines or attend events.
- Based in Phnom Penh at Connexion on Koh Pich.
- Local contract, with a probationary period of 3 months.
- Beginning of contract desired 1 October 2023.

Application

- Closing date: 15 December 2023.
- Only shortlisted candidates will be contacted.
- Only locally present candidates will be considered.
- Please send CV (2 pages max) and cover letter to hr@maads.asia.