

STONEWOOD					 STONEWOOD Property Management
JOB DESCRIPTION PROPERTY MANAGER			DATE ISSUED	2025	
			REVISION	1	
COMPILED BY	HCBP	REVIEWED BY	HEAD: HUMAN CAPITAL		Doc.: HC
APPROVED BY	MANAGIN DIRECTOR				Page 1 of 3

Position : Junior Property Manager.

Company : Stonewood Property Management.

Location : Cape Town.

Report : National Manager.

PURPOSE OF JOB
To assist with the running of the Stonewood client properties portfolio. This position entails being a “face” of Stonewood to their Western Cape clients and the management of this relationship is of paramount importance.

KPA	KPI
General	Managing the e-mail trails by: - Reviewing and assessing mails in terms of requirements and issues. - Attending to requirements and issues raised in the mails or assigning mails to relevant staff which will have the required skills to deal with these matters. - Monitoring the resolution of the matters raised above. - Attending to mails at first level and closing the matters. - Reports to the National Manager. Preparation of the AGM notices by: - Attending the AGM - Ensuring that all requirements are dealt with to have a legally constituted meeting. - Ensuring proper and correct minutes of the meeting are taken or that the meeting is recorded if given permission by all attendees. Preparing Insurance schedules by: - Consulting with Insurance brokers that the annual insurance policy is renewed and updated. - Ensuring the annual fire equipment service is done and the COC sent to the brokers. - Consult with the brokers appointed on all claims till finalisation. - Dispatching service providers if required for repairs if not sent by the brokers. Obtaining Audited financial statements by: - Consulting with Accountant to get Latest audited financial

	statements. - Ensuring all the necessary information regarding the audit is sent to the auditors timeously or downloaded by the auditors from WeconnectU portal. - Ensuring draft is sent to all trustees/directors. - Ensuring final version is signed off by trustees/directors and auditor before calling for the AGM to be held. Distribution of notices by: - Distributing via e-mail, hand delivery or posting to trustees. Updating conduct rules by: - Consult with trustees to update current conduct rules for complexes. - Ensuring that relevant documentation is completed by all. - Assisting with the Registration of rules with the ombudsman's office and consulting with lawyers if so, required by the trustees/directors. Maintaining the office by: - Ensuring all filing is done and kept as per the statutory requirements. - Maintaining all databases for all schemes. - Keeping files up to date as per client requirements.
KEY COMPETENCIES	
	- Strong people Skills - Innovative thinking - Strong networking skills - Problem solving skills - Time management - Be deadline driven - Professionalism - Attention to detail - Analytical Thinker

QUALIFICATIONS AND EXPERIENCE	
Qualifications	- Matric (Must) and Diploma Property Management. - Ideal: Paddocks courses in body corporates and homeowners' associations. - Be proficient with WeconnectU software program and Excel. - Legal: Understanding the sectional title management act and respective homeowner's constitutions, memorandums of incorporation and articles of association.
Experience	- Min: 1-3 years Residential / Estate management experience - Ideal: 1-3 Property management experience at reputable companies

ACKNOWLEDGEMENT OF JOB DESCRIPTION	
LINE MANAGER	
Name and Surname	
Signature	
Date	
EMPLOYEE	
I declare that I have read and understood the above job description and acknowledge that my roles and responsibilities are not limited to the aforementioned.	
Name and Surname	
Signature	
Date	