

Landlord Liaison Officer

Remuneration:	R37500 - R37500 per month cost-to-company
Location:	Johannesburg
Job level:	Mid
Type:	Permanent
Company:	Ad Talent Africa

Who are we:

We are a premium outdoor billboards and advertising company

Who are we looking for:

We are looking for a landlord liaison officer to maintain the current holding of the business through sustainable relationships and stability with the current landlords.

What will you do:

Contract management:

- Expiry dates of lease agreements are monitored and flagged to ensure on-time renewal
- Viable rates and contracts are signed and in place for renewals based on negotiation with the landlords and securing of existing advertising rights
- Complex legal vetting of agreements are complete
- Special terms and conditions of new and renewed contracts are actioned
- Contract risks are identified and managed

Landlord liaison

- Landlords are satisfied through ongoing effective communication and relationship building
- Landlords queries are solved appropriately and timeously
- Landlord are considered by importance and priority
- Landlord's birthdays are monitored and actioned
- Landlord gifts are sourced and presented within annual budget

Reporting and Codesphere

- Landlord meetings are reported to management through minutes or call reports
- The legal manager is well informed of all landlord activity via weekly meetings
- Relevant landlord information and contracts are captured, accurate and current on Codesphere
- Landlords are linked to sites and lease agreements upon signed of agreements
- Risks per site and landlord are loaded and maintained on Codesphere system
- Landlord interaction is recorded on Codesphere
- Accurate reports are pulled from Codesphere

Administration

- Proper and accurate filing systems are in place and up-to-date
- Files are safeguarded with no leakage of confidential information
- Assistance is provided to the tender team as required

Technology

- The systems automate most administrative processes and are used to their maximum potential
- Mobitech and Codesphere systems are populated and maintained by staff
- Mobitech and Codesphere are being used effectively to improve departmental efficiency
- Reports pulled from systems are accurate and enable analysis
- New technology is investigated to improve efficiency

What will you need:

- Grade 12 plus project and property management or paralegal qualification
- Understanding and interpretation of contracts
- Knowledge of municipal bylaws and policies and procedures
- Knowledge of re-zoning and building line applications
- Negotiation skills
- Liaison skills
- Strong presentation skills
- High level communication skills
- Good geographical knowledge of South Africa
- Good knowledge of business English and Afrikaans
- Good working knowledge of MS Office
- Drivers licence and own transport

Skills:

- Contracts
- Paralegal support
- Property management

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