

Venezuela Jobs Expertini®

Utilities Manager

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Company: Select Assistants

Location: Venezuela

Category: arts-design-entertainment-sports-and-media

Join our management team as we revolutionize the Airbnb experience. With a commitment to excellence and customer satisfaction, we're setting the standard for property management. As our Utilities Manager, you'll ensure our properties are equipped with top-notch utilities and amenities.

Company Culture:

We're passionate about what we do and dedicated to delivering exceptional service to our clients and guests. Join our team and become part of a collaborative and supportive environment where your skills and talents will be valued and appreciated.

The Role

Responsibilities:

Coordinate with utility providers to set up and handle payments in regard to gas and electric bills, meter cards, etc ensuring accurate billing for our properties.

Oversee the setup of Wi-Fi, gas, electric, and setups to enhance guest experiences to enhance the guest experience and exceed their expectations.

Lead a team in managing utility-related tasks, providing guidance and support as needed.

Review utility rates annually to identify cost-saving opportunities and ensure our properties remain competitive in the market.

Ensure taxes are accurate and payments are on time.

Schedule: Monday - Friday 9am to 5pm GMT

To move forward, please complete this form.

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Ideal Profile

Qualifications:

Previous experience in utility management or property management preferred.

Strong organizational skills with a friendly and approachable demeanor.

Basic understanding of utilities and billing processes, with a willingness to learn and grow.

Ability to review rates yearly to ensure optimal pricing and cost efficiency.

Detail oriented and able to multi task

Proficiency in Microsoft Office suite and other relevant software applications.

What's on Offer?

A role that offers a breadth of learning opportunities

Opportunity to make a positive impact

Opportunities for career growth & development

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