



a world class African city

City of Joburg Property Company SOC Ltd.

3rd Floor  
Forum 1  
Braam Park  
33 Hoofd Street  
Braamfontein  
2017

PO Box 31565  
Braamfontein  
2017

Tel +27(0) 10 219 9000  
Fax +27(0) 10 219 9400

[www.jhbproperty.co.za](http://www.jhbproperty.co.za)

INTERNAL AND EXTERNAL ADVERT	
Vacancy :	Property Administrator
Business Unit	Informal Trading
Reporting To :	Manager: Transections and Operations
Ref:	HCM/01/2024
Basic salary is R31 886.00 (excluding benefits)	

### Purpose:

The Property Administrator is responsible for the day-to-day management of market trading, and transport facilitation of the process and collection of rental fees and user fees. Ensure the smooth running of the markets.

### Appointment requirement:

- Grade 12 certificate
- Certificate /Diploma in Property Management
- Minimum 2-3 years in Property Management experience

### Role and Responsibilities

#### 1. Financial Management

- Collect rent from traders
- Ensure that all trading markets have leaders and committees
- Reconcile all receipts daily
- Record the cash received on the Daily Cash Control
- Solving customer queries and being responsible for increasing the level of customer satisfaction at all times.

#### 2. Operations

- Routine inspections of all stalls and traders
- Trader allocations
- Trader management
- Demarcate trader spaces



JOBURG  
PROPERTY COMPANY

Non-Executive Directors: Simon Motha (Chairperson)  
Bettycourt Teffo | Ellen Rakodi | Fulufhelo Ratshikhopha | Londiwe Mthembu |  
Mxolisi Zondo | Ntombikayise Tini | Sabelo Mtolo |  
Tshepang Thatelo

Executive Directors: Helen Botes (Chief Executive Officer)

Company Secretary: Gontse Dlamini  
City of Joburg Property Company SOC Ltd.  
Registration Number: 2000/017147/07



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- Ensure that there is no sub-letting
- Identify vacant Stalls

### 3. Facilities Management

- Manage and maintain the facilities and ensure that there are no: Leakages, Electricity is in working order
- Ensure that there are no blockages in the sewerage system
- Report all faults to the facilities manager and follow up to make sure that repairs are done on time
- Manage the cold room and storage room

### 4. Stakeholder Relations

- Hold and Chair meetings with all the stakeholders i.e. Security and Cleaning companies, SAPS, JMPD, SPCA, Environmental Health and Ward Administrators, Councilors, and Market Communities
- Write and submit reports weekly and monthly

### 5. Knowledge and Attributes

- Proven administrative and organisational skills
- Good written and verbal communication skills
- Customer service orientation
- Ability to deal with difficult clients/customers/stakeholders
- Computer literate – excel, word, power point



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**Note:**

- JPC is an Employment Equity Employer; therefore, an appointment will be made in accordance with the company's employment Equity Policy and Plan.
- Submit a detailed, relevant CV including copies of qualifications via e-mail to [JOBS@jhbproperty.co.za](mailto:JOBS@jhbproperty.co.za)
- Quoting the relevant reference and job title.
- Applicants must note that further verifications like qualifications and criminal checks will be conducted once they have been shortlisted and that their appointment will be subject to positive outcomes on these checks.

Should you have any queries kindly contact **Amukelani Maluleke on 066 282 0725**

If you do not hear from us within 6 weeks after the closing date, you may consider your application as unsuccessful.

**Closing Date:02 February 2024**



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