



## We Are Hiring!

**Job Title:** Property Manager – Private Home Management  
**Company:** NCB Property Services Ltd.  
**Reports to (position title):** Director  
**Prepared/revised (date):** January 2025

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**Key responsibilities and job duties will include but not be limited to:**

**Job Purpose:**

To provide private home management for numerous high-end residential properties for the use of owners and short terms guests.

**Main duties and responsibilities of this position include the following:**

- Carry out property inspections and coordination of regular service and repairs as required
- Provide updates and reports for the properties policies and procedures, as well as oversee/advise service providers on property
- Oversee the homeowners' preferred procedures and facilitate guest requests
- Provide updates and reports for properties – property logs, expenses, maintenance cost and general property conditions
- Day-to-day management and oversight of HVAC, fire alarm maintenance & inspection, security systems, elevator, waste-water treatment, generator maintenance, disaster preparedness, landscaping, pool, DOT licensing and compliance, sustainable building practices (solar, geothermal AC, insulation, cisterns, and pest control)
- Formulation and management of Villa's - cost tracking & proofing
- Scheduling and supervision of multiple teams/service providers – being remote physically and with times – often maintenance or guests requests require management to be responsive after the regular work hours.

**Requirements, Qualifications, Abilities & Experience include the following:**

- Flexible with schedule: 45 hours per week (days will vary **Monday – Sunday**)
- The position requires the **manager to be mobile** – from East End to West Bay daily
- 5 years of experience would be preferred but not required
- Must have own reliable vehicle as properties are in varied locations across the island
- Strong communication skills – both verbal and written
- Excellent **organization** and **time-management skills**

- Strong work ethic
- Professional and accountable
- Good knowledge of Cayman and keen to share with visitors
- Experience in a hospitality, organizational or scheduling role is a plus
- Able to work independently and take initiative

**Salary**

CI\$55,000.00 - \$75,000.00 per annum in addition to a benefits package

Cover letter and resume should be sent to [hr@ncbgroup.ky](mailto:hr@ncbgroup.ky), referencing 'Property Manager Application' in the subject. Only applicants shortlisted for an interview will be contacted.