

Atria Property Services S.A.
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Job Advertisement

Company	Atria Property Services S.A.
Department	Property Management
Position Title	Centre Manager
Employment Type	Full-Time
Location	Athens, Greece
Date	January 2024

About us

Atria Property Services S.A. is a leading independent provider of commercial real estate advisory and management services. We offer a wide range of services, focused on maximising value from real estate, optimising accommodation, and delivering contractual certainty. From our offices in Athens and Thessaloniki we achieve nationwide coverage in all commercial real estate sectors.

Our clients are governments, multinationals, domestic and foreign investors and private individuals.

What you will be doing

We are looking for an experienced, self-reliant, motivated individual with the desire to learn and adapt. You will be working as a member of the Property Management team under the supervision and guidance of a Property Manager and the department's General Manager. Your key responsibilities will include:

- Managing two retail and leisure schemes in Athens and Thessaloniki
- Planning, developing and implementing policies for the schemes' operation
- Supervision of budgeting collaboration with the finance team; preparation of service charge budgets and monitoring of monthly financial statements
- Coordination of activities of the scheme operations team
- Recommending improvements and enhancements to the schemes' operation
- Analysis of scheme budgets to identify areas in which financial improvements can be achieved.
- Approval of expenditures.
- Review the centres' activities, operations and sales reports to drive changes in programs or operations
- Supervision of the maintenance plan execution
- Optimization of mall income
- Supervision of scheme Health and Safety operations
- Crisis management with 24/7 availability
- Relationship management with employees, suppliers, tenants and customers
- Develop presence and maintain relations with industry, key community and strategic stakeholders or partners

Required Education and Experience

- University degree preferable in Technical, Management, Real Estate, Economics etc.
- 3-5 years' experience in customer or leisure service, business management while managing large facilities and budgets or property management
- Experience in retail and/or shopping centre management is desirable; candidates with senior management experience (ie. multiplex cinemas, hypermarkets etc) may also be considered.
- Experience in team management

Required Skills

- Leadership
- Ability to set & achieve goals
- Self-motivation
- Business Acumen
- Excellent planning and organisation skills
- Proper delegation of authority and responsibility
- Teamwork
- Ability to work and make decisions under pressure
- Excellent written and verbal communication in the Greek and English languages
- Microsoft Office competency, particularly Excel and Word

Interested candidates are invited to send their CV and a cover letter to cm23@cbre-atria.gr for the attention of Mr Yiannis Stamatelos.

All applications will be treated confidentially. Following the acknowledgment of receipt of every candidate's application, we will only contact those candidates with whom we will progress to the next stage of the selection process.

Atria is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

About our Company

Atria Property Services and Axies S.A are the CBRE Affiliates for Greece and Cyprus. Both companies belong to the Atria Group (formerly Lambert Smith Hampton Hellas), the first firm of commercial real estate consultants and Chartered Surveyors to establish a presence in Greece.

Operating in the Greek real estate market since 1990, our Group's strength is founded on in-depth knowledge of local markets and the abilities and expertise of our staff to employ globally accepted processes and methodologies to address property projects of all natures. Our ability to draw on the global network of CBRE further enhances our capabilities and effectiveness.

With a full-time staff exceeding 50 and associates situated throughout the areas we cover, we are the largest international real estate consultancy firm operating in Greece and Cyprus.

<https://www.cbre-atria.gr>