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## Business Manager

### Description

We are seeking a proactive business manager who demonstrates strong organizational skill, business and financial acumen, and integrity to drive overall performance, operational efficiency and sustainable growth of the organization. The Business Manager oversees daily operations, ensures high-quality living experience for residents and tenants, and drives the achievement of business and financial goals. Through strong leadership and process improvement, the role supports operational excellence and reinforces PEMC's reputation as a premium property management company. If you're excited about contributing to high-impact growth and being part of a dynamic team, we encourage you to apply.

### Responsibilities

#### Estate and Property Operations Management

- o Lead and oversee day-to-day estate and property operations including facilities, utilities, maintenance, landscaping, housekeeping, waste management, and common area oversight.
- o Oversee building and facility systems such as HVAC, lighting, power, water and other building services to ensure efficiency, reliability, and regulatory compliance.
- o Manage gated estate operations, ensuring effective coordination of maintenance, security, and resident services.

#### Tenant & Resident Management

- o Serve as the primary point of contact for residents, tenants, service providers, and internal teams.
- o Manage tenant communication, feedback, complaints, and dispute resolution in a professional, timely and customer-focused manner.
- o Enforce lease terms, estate rules, and compliance requirements, including managing default, arrears and eviction processes in line with applicable laws.

#### Project & Asset Management

- o Supervise construction, renovation, and development projects within estates and managed properties.
- o Coordinate project timelines, budgets, contractors, and quality standards.
- o Support property valuation exercises for investment, financing, or sale purposes.
- o Protect and enhance asset value through proactive maintenance planning, capital expenditure management, and operational excellence.

#### Financial & Commercial Management

### Hiring organization

PEIWA Estate Management Company

### Employment Type

Full-time

### Job Location

Accra, Ghana

### Date posted

February 20, 2026

- o Prepare, manage, and monitor estate and property budgets, forecasts, and periodic financial reports.
- o Oversee rent and service charge billing processes, ensuring effective collections, reconciliations, and secure payment controls.
- o Maintain accurate financial records, reports, and supporting documentation for all managed properties.
- o Identify and implement opportunities for revenue growth, cost optimization, and value creation across managed assets.
- 0 Manage property-related taxes related to rental income and property operations in compliance with Nigerian tax regulations.

### **Governance, Risk & Regulatory Compliance**

- o Ensure compliance with estate policies, lease agreements, Nigerian property laws, building codes, environmental standards, and safety regulations.
- o Manage vendor contracts, service-level agreements (SLAs), and performance of third-party service providers, including security, waste management, and maintenance vendors.
- o Identify operational, financial, and compliance risks and implement effective mitigation and control measures.

### **Leadership & Stakeholder management**

- o Lead, coach, and motivate estate and property management teams to ensure high performance and accountability as well as achieve operational and financial targets.
- o Set clear performance expectations and ensure effective coordination between operations, finance, security, and technical teams.
- o Build strong relationships with residents' associations, tenants, regulators, vendors, and internal management.
- 0 Provide regular operational and management reports to senior management

### **KEY REQUIREMENTS**

- o Strong strategic thinking
- o Stakeholders and relationship management
- o Financial and Business Acumen
- o Attention to detail and a problem-solving attitude
- o Process improvement and system thinking
- o Regulatory and compliance awareness

### **Qualifications**

- Bachelor's degree in business administration, Estate Management, or related field.
- A master's degree (e.g., MBA) is an advantage.
- Professional certifications such as RICS, IFMA, PMP, or equivalent will be an advantage.
- Minimum of 5–8 years of experience in estate/property management or multi-site operations, with at least 3 years in a managerial role overseeing teams and operations.
- Proven experience managing budgets, rent collections, vendors, tenants, compliance, and operational performance
- Strong understanding of Nigerian property laws, tenancy regulations, and regulatory requirements.