

THE BELLBUOY GROUP – PORTFOLIO MANAGER ASSISTANT JOB DESCRIPTION

Department: Property Management Division

Reports To: Managers of Property Management Division

Company: Bellbuoy – Leaders in Property Management

Overall description: Assist Portfolio Managers of the Property Management Division with the administration requirements for a portfolio of residential / commercial / mixed schemes. This includes, but is not limited to, assistance with the responsibilities listed below, which may change depending on work requirements. Bellbuoy management may request staff to assist in other areas within the company when necessary. Employees must comply with all Bellbuoy policies, processes and standards. All staff are expected to uphold the company's values, including a high ethical standard, professionalism, teamwork, and a strong sense of responsibility. The Portfolio Manager Assistant relieves pressure on Portfolio Managers and ensures they have the time to undertake their responsibilities to positively represent the Bellbuoy brand, being "Leaders in Property Management".

The employee will be responsible for the following:

1. Portfolio management relief at the instruction of management as and when required.
2. Assist the Portfolio Managers of the Property Management division to timeously attend to their administrative requirements.
3. Scrutinise accounts received from service providers and ensure these are correct before uploading or forwarding to the governing body for written authorisation. Accurate and timeous processing of payments is important, specifically queries on municipal accounts must be addressed timeously with the trustees and relevant municipality.
4. Secretarial assistance to portfolio managers under the direction of the managers of the Property Management division. Refer Property Portfolio Manager job description for an understanding of the responsibilities involved and the deadlines for various tasks. Secretarial assistance would include but not be limited to payment of accounts, preparation of community scheme documentation, agendas, minutes, letters and so on within time periods and all work to be correctly and timeously charged for. Where required, assistance with meetings during working hours may be necessary.
5. Once approved, follow normal company procedures for control and payment of creditors.
6. Assist with management proposals, quotes and the take-on of new business in terms of established procedures where required. Ensure all required documentation is signed and received and necessary procedures followed when taking on a new scheme.
7. Assist the portfolio managers with special projects as directed by Bellbuoy management.
8. Ensure timeous attendance of all matters / incidents reported via various software and / or media platforms and charge for this service where required. Telephone calls must be returned the same day or first thing the next business day if the call comes late.
9. Promote the company brand and inform management of new developments noticed to encourage business growth. Keep yourself informed of the profession you work in to enable effective workflows and assistance.
10. Attend to all matters from the minutes requiring attention, within, and not later, 3 working days.
11. All communications (minutes, agendas, letters, circulars, etc.) must be prepared using Bellbuoy templates downloaded from the intranet (download templates each time, do not save and use

again) where such template is available. Where an additional template is needed, please forward your ideas to management. Please note that all Bellbuoy templates are subject to copyright and must be protected by using a pdf tool – do not send unprotected documentation to clients.

12. Workload management in terms of approved schedules and reporting procedures, and provision of information to managers for monitoring and supervision purposes.