



Opportunity to be the BEST!

HFC Bank is a fast-paced organization within the financial industry and an Equal Opportunity Employer with attractive benefits. With a culture that invests in its people, we provide a challenging and creative environment with intellectually stimulating colleagues who are dedicated, energetic and committed.

MANAGER PROPERTIES

We are seeking an experienced Manager Properties to join our Operations team to lead the operational management of the Bank's property and fleet portfolio. The role reports to the Chief Operating Officer.

Primary Role Responsibilities:

- Managing the Bank's property portfolio, including leasing, acquisition, disposal, and utilization of owned and leased premises.
- Overseeing facilities management for all branches and offices, ensuring cleanliness, maintenance, safety, and compliance.
- Leading renovation, fit-out, relocation, and refurbishment projects in alignment with business needs.
- Managing the Bank's fleet of vehicles, including allocation, servicing, regulatory compliance, and usage tracking.
- Ensuring compliance with health and safety regulations, fire safety standards, and other building and fleet regulatory requirements.
- Managing third-party service providers (maintenance, cleaning, security, etc.) to ensure service quality and cost-effectiveness.
- Preparing and monitoring annual budgets for property and fleet management (CAPEX & OPEX).
- Engaging with internal stakeholders and external vendors.

Qualifications:

- A Bachelor's Degree in Property Management, Facilities Management, Engineering, Real Estate, or a related field.
- At least 5–7 years of experience in property, facilities, and fleet management.
- Strong project management, negotiation, and vendor management skills.
- Sound knowledge of regulatory compliance in property and vehicle management.
- Proficiency in Microsoft Office and familiarity with facilities, and fleet management systems.
- A valid driver's license.

We offer a challenging and creative culture where you'll work alongside intellectually stimulating colleagues who are dedicated, energetic, and committed to excellence. At HFC Bank, you'll have the opportunity to make a real impact while growing your career in a supportive and forward-thinking environment.

Please submit your application together with a detailed Curriculum Vitae via email to hfcrecruitment@hfc.com.fj, no later than **Friday 15th August 2025**.

All applications will be treated with strict confidentiality. Only shortlisted candidates will be contacted. For enquiries, please email us at the address above.