



Job Description: Property & Event Manager

Starting date: As soon as possible

(1 Year Contract - Extendable)

About Doh Eain

Doh Eain (“Our Home”) is a multi-disciplinary restoration and placemaking social enterprise based in Yangon, Myanmar. In a world of rapid urbanization, we want to make sure cities are places with identity, and that they are liveable, inclusive and sustainable. That is why we specialize in preserving heritage, improving public space, and organizing activities that connect people to places.

Founded early 2017, our office brings together skills in research, participatory design, restoration & construction, and cultural programming. Key to our approach are building owners and residents, with whom we work together closely in making explicit the value and potential of existing historical, cultural, social and natural assets in the city. Owners and residents are the central agents in our design processes in order to ensure local ownership and impact.

Vision: Together we can make cities more vibrant, inclusive and sustainable places to live, work and enjoy.

Mission: We preserve heritage, improve public space and organize activities that connect people with places, employing our user-centered and participatory heritage-led placemaking approach. In doing this we aim to inspire and enable people to participate in shaping their city.

Principles: The principles which inform and shape our work help us select and shape projects, making sure we select and design them so that we achieve our desired impacts. These principles are: Participatory, Asset-based, Inclusive, Environmentally Sustainable, Financially Sustainable and Contributing to the Livelihoods.

Doh Eain is registered in Singapore and has subsidiaries in Georgia and Myanmar. We rely on and apply a diversified set of financing methods, working with clients, loans, and grants on revenue and non-revenue-generating projects.

Property & Event Manager

We are seeking an enthusiastic, hard-working, and organized individual to join Doh Eain as a Property & Event Manager. The Property & Event Manager will be responsible for overseeing property leasing, buying, tenant relations, homeowner communication, and related activities, reporting directly to the Head of Property & Business Development.

Job Summary

The Property & Event Manager plays a crucial role in managing all aspects of property operations. This includes overseeing property leasing and sales, maintaining positive tenant

and homeowner relationships, and ensuring compliance with regulations and policies. Additionally, the Property Manager will be responsible for effective communication with tenants and homeowners, resolving any concerns promptly, and contributing to the overall success of our property portfolio.

Key Responsibilities:

Homeowner Community Management:

- Proactively build and maintain relationships with heritage homeowners, collaborating with the digital marketing team.
- Engage with heritage homeowners through various channels such as door-to-door visits, online platforms, and community events.
- Develop a deep understanding of heritage properties and homeowners' needs to provide personalized support.
- Market and communicate the value proposition of our services to heritage homeowners.
- Update and maintain property inventory on the Heritage Homes website, ensuring accurate and attractive listings.

Property Management:

- Manage and maintain properties to uphold safety, quality standards, and curb appeal.
- Oversee property leasing, tenant relations, and efficiently resolve tenant issues.
- Conduct regular property inspections to assess maintenance needs and ensure compliance.
- Develop and implement property budgets to optimize operational efficiency.
- Coordinate with contractors and vendors for property-related services, ensuring timely and quality work.

Event Coordination and Business Operations:

- Plan and execute a variety of events hosted within the properties, coordinating logistics and services.
- Ensure seamless event setups, including venue arrangements, catering, and equipment rentals.
- Work closely with clients to understand event requirements and ensure their satisfaction.
- Manage event budgets and timelines effectively for successful and cost-efficient events.
- Conduct post-event evaluations and provide recommendations for enhancements.

Strategic Planning and Improvement:

- Develop and execute strategic plans to enhance the Heritage Homes network, property value, and tenant satisfaction.
- Stay informed about industry trends and best practices to suggest innovative improvements.
- Collaborate with the team on continuous improvement initiatives for property management and community engagement.

Communication and Team Management:

- Collaborate with marketing teams to promote events and enhance the platform's brand image.
- Maintain effective communication with tenants, clients, vendors, and internal teams.
- Lead and supervise event staff to ensure smooth operations during events and property activities.

Key Skills:

- Familiarity with (Myanmar's) real estate market
- Strong strategic, analytical and financial modeling and planning skill
- Ability to manage own and team's time.
- Ability to guide and motivate teams, set priorities and monitor performance.
- Strong networking skills
- Strong communication skills, ability to address diverse audiences
- University degree
- Minimum of [5 years experience]

Key Attributes:

- A passion for Yangon and urban and community development
- Fluent in Burmese and English language, excellent written & verbal communications
- A confident and professional approach
- Creative
- A high degree of attention to detail and accuracy
- Ability to effectively work under tight deadlines and manage projects independently
- Team player
- Positive attitude with a willingness to learn and develop
- Resourcefulness in solving problems
- Efficient with available resources
- Ability to work in a small team and be flexible according to overall needs

Doh Eain Staff Values:

The following staff values are what we seek from all Doh Eain staff. We believe they are the most important values for staff to be successful at their work at Doh Eain, and to help Doh Eain achieve its mission. They are the values we look for in people when we recruit, that we help grow through management, learning and development, encourage Doh Eain staff to consistently display in their work, and hold staff accountable against.

- Courageous
- Resourceful
- Taking responsibility
- Always learning
- Professional

What do we offer:

This is an opportunity to work in a dynamic, interdisciplinary, and innovative organization and share in our vision to make Yangon Asia's most livable urban place – environmentally, economically, socially and culturally. We work in a collaborative, team-oriented environment with opportunities to work on a wide variety of projects and topic areas, both individually and on project teams. Doh Eain is an equal opportunities employer and actively seeks to employ and retain a diverse, inclusive workforce. We will accommodate special needs that any staff may require. There will be many opportunities for on the job training and participation in external training.

Terms of Employment:

- Full time, salaried
- 3 month probation period

Please send your resume and cover letter to talent@doheain.com