

Re&Solution Property Management (part of Re&Solution Group: www.resolution-group.eu) is recognized as the only Pan-Baltic Network of Property Management service and one of the leading companies of Commercial Property Management in the Baltic States, with offices located in Vilnius, Riga, and Tallinn and Kaliningrad area (Russia) Additionally, sub-offices situated in other larger towns, provide comprehensive services including property management, facility management, bookkeeping services or construction management to a wide range of clients in the commercial property market sector.

Re&Solution currently manages over 80 commercial objects with total area of over 500.000 sq.m all over the Baltic States. Our professional real estate management services cover tenant management which relieves property owners of the burden of dealing personally with tenants, monitoring the activity of leases, real estate management that involves arranging for and overseeing repairs and improvements, evaluating the property for retention or sale and bookkeeping services including all of the associated record keeping.

There is currently a staff of 26 people in Lithuania, Latvia, and Estonia. Day-to-day duties are delivered by local property management teams, conducting service under the umbrella of Property Management Software that supersede overheads of paper technology and excess of labour force, that deliver us the power to provide property Owners with high quality property management service at very competitive price.

Important decisions need prompt attention and owners may be unavailable due to extended travel, busy work schedules, family obligations, etc. You can rely on us to be there during the times when critical decisions need to be made. This is why it makes good sense to let our experienced staff provide the real estate management, facility management, construction management, commercial property management, tenant management or bookkeeping services that you need.

We are proud Re&Solution Property Management services in the Baltic's are entrusted by the largest regional investors, such as [Deka](#), [Homburg](#), [Verdispar](#), [EVL](#) and others, as our comprehensive Pan-Baltic relations with Property owners, and more than 550 Tenants, and more than 90 facility maintenance companies creates unique advantage, enabling Property owners to receive local knowledge and expertise with the backing of international property consultancy in the property management process.

Presently company expands its business and for Riga office is looking for

Property Manager

Place	Riga
Division	Resolution Property Management Latvia
Scope of tasks	Properties daily management duties, operations coordination with landlords and tenants, monthly reporting within approved standards. The position shall report to Country manager.
Requirements	Good negotiations skills Preference for candidates with management experience Independency and initiative General understanding about company' finances Fluent in English and good PC knowledge is a must Valid driver licenses.
Motivation package	Company offers: constant, dynamic and interesting job, professional development and carrier opportunities and motivated social package.
Valid till	10 th of July 2009
E-mail	Please send us Your CV and Application letter in English, with subject "Property manager", to join@resolution.lt . For enquires please call + 370 5252 6444 (Vilnius). Only selected candidates will be contacted.
Web page	www.resolution-group.eu