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International PE RE Fund, Director of Operations, Mexico City, Mexico International PE RE Fund, Director of Operations, Mexico City, Mexico PER, Private Equity Recruitment Mexico City, Mexico Posted 10 hours ago Permanent Competitive International PE RE Fund, Director of Operations, Mexico City, Mexico About our client We are currently working with a residential platform backed by an international private equity fund that seeks a Director of Operations for its Mexican portfolio. You will join a recognized team of qualified professionals and lead a solid team of professionals across multiple properties with unique locations and extraordinary services. The position is based in Mexico City. What the job involves Oversee building operations to maintain a profitable investment. Handle lease administration tasks such as lease renewals and amendments. Supervise all staff facilities staff (custodians, technicians, groundskeepers etc.) and external contractors. Oversee maintenance and repair work, respond to tenant requests, and conduct regular property inspections. Inspect properties and arrange for repairs and new materials as required. Coordinate maintenance and repair work for the property's physical infrastructure, overseeing building projects and renovations. Accomplish financial objectives by collecting rents, paying bills, forecasting requirements, preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective actions when needed. Prepare regular reports for senior management and key stakeholders on the performance of the portfolio. Who we are looking for Solid years of experience in managing operations, facilities and property management in multiple properties, ideally in the hospitality

sector. Bachelor's degree in real estate, finance, engineering or related field
Exceptional negotiating, personal and leadership skills required
Pro-active and detail oriented
Bilingual fluency in English and Spanish
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