



## Singita Private Villas Manager

CAPE TOWN, SOUTH AFRICA

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### Key Responsibilities

The main role of the Private Villas Manager is to oversee the Singita private villa collection. This position plays a crucial role in fostering positive relationships with villa owners, ensuring their satisfaction and managing administration processes efficiently.

The villa portfolio consists of privately owned villas that are part of the hospitality rental program. This position reports to the CEO and is employed by Singita Management Company.

- **Strategic Portfolio Oversight**
- Contribute towards the strategic vision for the villa portfolio, aligning with the group's objectives.
- **Villa Portfolio Management**
- Oversee and coordinate villa owner bookings.
- Compile, distribute and present comprehensive villa owner reports within prescribed deadlines.
- **Owner Relations**
- Foster positive relationships with villa owners, serving as the main point of contact and liaison between the owners and internal teams.
- Collaborate with owners in ensuring alignment with Singita standards.
- Management of related villa owner meetings
- **Contract Management**
- Manage and oversee contracts with villa owners, ensuring compliance with agreed terms and conditions.
- **Administrative Oversight**
- Handle correspondence, documentation and record-keeping related to villa ownership and management contracts.
- Develop administration processes to streamline operations and enhance efficiencies.

### Skills & Experience

- Minimum 3 years' work experience in a similar role.
- B.Comm / equivalent graduate.
- Excellent verbal and written communication skills.
- Computer literate.
- Proven reporting capabilities.
- Well-developed EQ
- Sound general business acumen.
- Ability to multi-task and meet daily deadlines.
- Must be able to work well under pressure.
- Use his/her initiative. A self-starter.
- Attention to detail.
- Good time management skills.
- RSA nationality or valid work-permit.

To apply email your CV to [SMCcareers@singita.com](mailto:SMCcareers@singita.com) or visit:

[www.singita.com/about/careers](http://www.singita.com/about/careers)