

Job Title: Assistant Property Manager

Location: Prishtina, Kosovo

Company Overview:

Spaxel is a growing real estate investment, development, and operations company dedicated to creating high-quality living experiences and delivering exceptional service across our portfolio. Our centralized teams support a wide range of functions, from operations and property services to finance, technology, architecture, HR, and more, working together to ensure efficiency, innovation, and excellence across the organization.

Position Summary:

We are seeking an **Assistant Property Manager** to support the day-to-day operations of our real estate portfolio, with a strong focus on maintenance, property condition, vendor coordination, budgeting, compliance, and reporting. Working closely with property management leadership and internal teams, this role helps ensure that repairs are completed promptly, properties are maintained to a high standard, operating costs are controlled, and client and owner expectations are met. The ideal candidate is organized, proactive, detail-oriented, and comfortable coordinating multiple priorities across a portfolio of properties.

Key Responsibilities:

- Manage and oversee the day-to-day operations of the portfolio, with a focus on maintenance and the overall condition of the properties.
- Ensure a high standard of maintenance and make sure all properties and units are kept in good condition.
- Coordinate maintenance staff and contractors to ensure repairs are completed on time and in a cost-effective manner.
- Oversee maintenance requests and ensure issues are addressed and resolved in a timely manner.
- Conduct regular property inspections to identify repair and maintenance needs.
- Develop and manage budgets for the portfolio and ensure expenses remain within approved budget limits.
- Ensure all properties comply with applicable legal requirements and regulations.



- Prepare monthly, quarterly, and annual reports on operational performance and the overall condition of the portfolio.
- Maintain strong relationships with the client, property owners, and other stakeholders involved in property operations.
- Perform other duties as assigned by the Supervisor.

Qualifications & Skills:

Must Have

- **English communication skills** (both written and verbal) are required (C1 or C2 level of proficiency).
- Bachelor's degree in Business Administration, Real Estate, Management, Finance, or a related field is preferred.
- Experience in property management, facilities management, real estate operations, or a related role is preferred.
- Strong organizational skills with the ability to manage multiple tasks, properties, and priorities simultaneously.
- Strong problem-solving skills and a proactive approach to resolving operational and maintenance issues.
- Ability to coordinate effectively with maintenance teams, contractors, vendors, clients, and property owners.
- Basic understanding of budgeting, expense tracking, and operational reporting.
- Strong attention to detail and the ability to follow property compliance requirements and internal procedures.
- Proficiency in Microsoft Office; experience with property management software is a plus.

What We Offer

- **Professional Growth:** Opportunities for learning, growth, and career advancement within an expanding real estate company.
- **Mentorship** from experienced project management leadership
- **Work Environment:** Hands-on exposure to active US real estate development projects
- **Compensation:** Competitive salary package, commensurate with experience
- **Contract:** In accordance with Kosovo Labor Law
- **Office Location:** Prishtina
- **Schedule:** Monday-Thursday from 2:30 PM to 11:00 PM. After the first three months, employees are eligible to work remotely on Fridays from 12:30 PM to 9:00 PM.

If you are motivated, eager to learn, and looking to build or advance your career in property management, we encourage you to apply!



How to Apply:

To apply, please complete the application by filling out the [Recruitment Application Form](#). If you have any questions, feel free to reach out to us at careers@spaxel.com.

Only shortlisted candidates will be contacted.

Deadline: 05.09.2026

