

## JOB DESCRIPTION – ESTATE EXPERT – BLACK BRIX

### About us

We are a management consultancy firm with focus on infrastructure domain across areas of maritime, real estate, transport, tourism, energy, healthcare, education, smart cities and social infrastructure. The team acquires its own projects and is currently advising state government(s) as well as private clients. Currently, we are India's largest consultancy firm in the maritime sector. Please visit [www.blackbrix.com](http://www.blackbrix.com) for more information.

The maritime desk of Black Brix® is one of the leading strategy consulting practices in the country. Black Brix® is the sole In-Situ consultant to Karnataka Maritime Board, Maharashtra Maritime Board, Odisha Maritime Board, Andhra Pradesh Maritime Board, Tamil Nadu Maritime Board and West Bengal Maritime Board. Our clientele includes Visakhapatnam Port Authority, Gujarat Maritime Board, Sagarmala Development Company Limited, SMP Kolkata Authority, Ministry of Ports, Shipping and Waterways, Gol.

We are looking for an **Estate Expert** with minimum of **13 years** of experience.

**Base Location** – Visakhapatnam, Andhra Pradesh

### Responsibility

- Preparing documents, assisting in document reviewing and other processes.
- Provide support in managing the administrative, finance and other workloads.
- Assistance in effective management and protection of client land and properties.
- Assist in managing licenses, lease renewals etc.
- Ensure timely follow-ups on non-renewal of leases/licenses and issuance of demand notices.
- Assist in the recovery of outstanding dues from lessees.

### Desired Candidate Profile

- B. Tech (Civil) / B. Plan / MBA /CA / ICWA / M. Plan / M. Arch or equivalent from recognized Institutes (NIT's/IITs / IIMs / Government Professional Colleges/ recognized international university)
- 13+ years of experience in estate management/ property administration or related fields.
- Attend the client office at Visakhapatnam twice a month (5 working days cumulative) to provide expert guidance and oversight on estate management matters.
- Ability to structure, prioritize and work through strict timelines
- Proficiency in MS Office – Word, Excel, PowerPoint / Tally / other accounting softwares
- Proficiency in English (Compulsory), Telugu (Preferred)
- Willing to travel based on project requirement

### Process

- Please fill this [form](#)
- Shortlisting from the pool of applicants
- Screening Interview (Senior Consultant round)
- Final Interview (Partner round)

**CTC:** Market Plus

We offer an active learning and collegial work environment and an opportunity to work with marquee clients.