

MOL Vacancies – Spring 2017

1. Accounts Administrator

We are seeking to recruit an Accounts Administrator for our Property Management Department. We require a talented and enthusiastic person for this role, IATI qualification or similar is a requirement, together with a minimum of three years' experience.

Duties to include maintenance of the Debtors and Creditors Ledgers, Bank Reconciliations, Payroll together with Audit Preparation. Experience of property related accounts is desirable but not essential, training will be provided.

CV's to info@mol.ie **Closing date of applications 24th March 2017.**

2. Commercial Property Manager

Mason Owen & Lyons are looking for an experienced commercial property manager to work in our property management team.

This is an opportunity for a motivated individual to work across a wide range of property assets including shopping centres, retail parks, industrial & business parks, and offices.

The successful candidate should be self-motivated, confident to act on their own initiative but also work well within a close team.

The role will include the following: -

- Rent & Service Charge Collection
- Reporting to Landlords and Management Company Boards
- Service Charge Budgeting
- Appointment and supervising of contractors

The candidate should have a minimum three years property management experience.

CV's to info@mol.ie

3. Graduate Surveyor Agency

Mason Owen & Lyons are looking for a graduate surveyor to work in our agency & professional department.

This is an opportunity for a motivated individual to work across a wide range of property assets including the sale, letting, acquisition and valuation of retail, industrial, office and investment property.

The successful candidate should be self-motivated, confident to act on their own initiative but also work well within a close team.

The successful candidate will be encouraged and assisted in the completion of their APC and will have strong opportunities for career growth & development.

CV's to info@mol.ie