

PROPERTY MANAGEMENT BUSINESS

- BUSINESS OF OPPORTUNITIES

You have come to the right place if you want to:

- Enjoy flexible, varied work
 - Work with your hands and your brain
 - Meet new people
 - Use your creativity
 - Work with green jobs
 - Have a successful career
-



Fastighetsbranschens
UTBILDNINGSNÄMND

WELCOME TO THE PROPERTY MANAGEMENT BUSINESS!

If you are looking to work in the **property management business**, there's an important and fun task waiting for you: ensuring that everything concerning the properties is working fine, and that their inhabitants are satisfied.

Your job is to create a good environment, provide clean fresh air, make sure it's cosy and warm inside in the winter time, and nice and cool when it gets hot outside.

The lifts should run smoothly, the lighting should be appropriate, the lawn and flowers should be well-kept, and in winter you make sure that nobody slips outside the house when it gets icy.

In short, your job is to make people's **everyday life** run smoothly where they live, work and shop.

If you are sociable, handy and have **technical skills**, if you like **problem solving** and want a **varied working life**, we are looking for you. We need someone who likes to look into technical issues and enjoys working with other people.

The properties can be, for example, residential buildings, offices, schools, hospitals, shopping malls and other kinds of buildings.

We are looking to hire more than 15,000 new employees within the next 10 years!

ARE WE LOOKING FOR YOU?



Have you previously worked with **technology, gardening, electricity or sewage**? Have you worked on a **construction site**, or with **ventilation systems**? Are you interested in **fire safety** or **recycling**, or in working with more efficient **energy use**?

If you have the right background, talent or interest we can offer you the following job opportunities:

- **Property Caretaker** – You are responsible for the caretaking of the property both indoors and outdoors, including minor repairs. You take care of the outdoor environment, such as the lawns, flowerbeds, trees and the properties' recycling systems. You interact with the residents of the properties on a daily basis, and you play an important role in making sure that everyone is satisfied.
- **Property Administrator** – You represent the property owner in the external communication and meet people in a friendly manner. You are responsible for inspections prior to moves and also have some budget responsibility. You carry out some repairs yourself and hire contractors for larger jobs.
- **Property Technician** – You are responsible for operating and maintaining the properties' technical systems, which have become increasingly advanced in modern properties. You make sure that the systems work according to the property owner's requests and the tenants' expectations.

The occupational profiles require an upper secondary school leaving certificate. If you already have completed a vocational training or prior work experience, you can have your skills validated, go for additional training and get employed promptly.

1. Contact your employment officer at the Employment Service (*Arbetsförmedlingen*) and ask for a **self-assessment** within property management. Self-assessment is available in Swedish, English, Arabic, Persian and Tigrinya.
2. Ask your employment officer to be assigned to **validation in FAVAL**, to find out which professional role **suits you best**. The validation takes place at a **test centre** of your choice. The assessment is available in six languages: Swedish, English, Arabic, Persian, Somali and Tigrinya.
3. You then take a half-day **theoretical test** to determine what skills you have and where you need improvement. The test is available in the same languages as the assessment.
4. The Employment Service officer will help you to get the **training** you need to work as either a property caretaker, a property administrator or a property technician. The training includes internships at real estate companies. The training and the internship are conducted in Swedish.
5. After training and internship you can have your skills revalidated and get a **certificate of competence**. You then have a complete vocational training and can search for a job.
6. In the meantime, you will be studying **vocational Swedish**. You can also take courses in vocational Swedish for the property management business's professional roles in the Lingio language app. Lingio's free property management related courses are available in English, Arabic, Persian, Somali and Tigrinya.

Welcome to the property management business!

The Property Management Business Education Board (Fastighetsbranschens Utbildningsnämnd) represents the property management business in education and competence issues. Read more about the property management business and its professional roles on our website: www.fastun.se

Read more about our validation tool FAVAL: www.faval.info

