

Job Advertisement: Estate Manager

Position: Estate Manager

Location: Dr Grahams Homes, Kalimpong, West Bengal

Salary: Rs 40,000 per calendar month

Employment Type: Two year contract with opportunity for extension

About Us:

We are a prestigious organisation seeking a dedicated and experienced Estate Manager to oversee the efficient management of our stunning estate. With a commitment to excellence, we aim to maintain and enhance the beauty, functionality, and sustainability of our property.

Key Responsibilities:

- Oversee the day-to-day operations of the estate, including property maintenance, landscaping, and security.
- Manage budgets, contracts, and schedules to ensure cost-effective and timely delivery of services.
- Supervise and coordinate the work of staff, contractors, and service providers.
- Ensure compliance with health, safety, and environmental regulations.
- Develop and implement strategies to enhance the estate's value and sustainability.
- Act as the primary point of contact for tenants, residents, or stakeholders, addressing their needs and concerns.

Requirements:

- Proven experience in estate or property management, with a strong track record of success.
- Excellent leadership and organizational skills.
- Strong knowledge of property maintenance, landscaping, and health & safety regulations.
- Financial and business acumen, including budget management and cost control.
- Exceptional communication and interpersonal skills.
- A proactive, problem-solving mindset with attention to detail.
- Local knowledge preferred
- Agricultural background would be beneficial

Preferred Qualifications:

- Relevant certifications or qualifications in property management, facilities management, or a related field. MB and BBA desirable.
- Experience managing large or high-profile estates.

What We Offer:

- A competitive salary with accommodation.
- Opportunities for professional development and career growth.
- A supportive and collaborative working environment.
- An opportunity to work in one of the most scenic areas in the world

How to Apply:

If you are passionate about estate management and have the skills and experience to excel in this role, we would love to hear from you.

Please send your CV and a cover letter to Dr Bernard Lyngdoh, President of the Board of Management, Dr Grahams Homes, P.O. Topkhana, Kalimpong 734316, bernitldgh@gmail.com by 30th September 2025

Join us in maintaining and enhancing a truly unique estate that is Dr Grahams Homes.