



Community Supervisor – Estepona (The Edge)

We are seeking a proactive and reliable Community Supervisor to oversee the day-to-day operation of a residential community in Estepona. This practical on-site role involves property inspections, coordination of staff and contractors, follow-up on maintenance issues, and ensuring smooth operation across the site.

The ideal candidate is practical, organized, and calm under pressure, with strong communication skills in English and Spanish. The role requires regular on-site presence and a focus on follow-through, accountability, organization, and high operational standards.

Experience in facilities coordination or property management, together with a background in construction and maintenance, would be preferred.

Full-time position with occasional weekend or holiday availability during urgent operational needs.

Detailed Description

- **Location:** The Edge - Estepona, Spain
- **Position Type:** Full-Time

Key Objective

Ensure smooth, accountable, and well-coordinated daily operation of the community through proactive oversight, coordination, and consistent follow-through on all operational matters.

Role Overview

The Community Supervisor acts as the operational link between the Board and day-to-day community functioning. This is an active on-site role focused on coordination, monitoring, and issue follow-up, and ensuring that operational matters are properly addressed and resolved.

The role combines property oversight, vendor coordination, staff communication, and practical support when appropriate.

Main Responsibilities

- Conduct regular inspections and walkthroughs of the property
- Oversee the condition of common areas, including pools, gardens, garages, entrances, and shared facilities
- Identify maintenance, safety, and operational issues proactively
- Coordinate and follow up with contractors, vendors, and service providers
- Verify that work is completed correctly and to agreed standards
- Coordinate communication between concierge, security, cleaning staff, gardeners, maintenance, and the Board
- Track unresolved issues and ensure consistent follow-through
- Escalate issues appropriately when required
- Provide operational updates to the Board
- Assist with practical operational problem-solving when appropriate

Candidate Profile

The ideal candidate is:

- Proactive, organized, and practical
- Calm, professional, and discreet
- Strong in communication and follow-through
- Comfortable working on-site and interacting with a wide range of people
- Technical background preferred

Required skills:

- Fluent English and Spanish
- Strong operational and organization mindset
- Basic technical understanding of building systems (plumbing, electrical, general maintenance)
- Ability to prioritize and manage multiple tasks
- Good computer and email skills

Preferred experience:

- Property or facilities management
- Construction or maintenance of facilities
- Residential community operations

Role Boundaries

The role is not intended to replace licensed professionals or formal administration.

Escalation required for:

- Legal, financial, or strategic decisions
- Structural or major technical issues
- Licensed trade work

This role is not a personal assistant, security guard, or full-time handyman position. It is a neutral operational role focused on coordination and accountability.

Professional Expectations

- Maintain neutrality and professionalism with all residents and staff
- Work respectfully with all service providers and stakeholders
- Maintain confidentiality and discretion
- Remain calm under pressure and in conflict situations
- Avoid conflicts of interest with vendors or contractors
- Take ownership of operational follow-through and site standards

Additional Information

- Most of the work is on-site within the community
- Regular visibility and presence across the property is required
- Occasional weekend/holiday availability may be required during urgent situations
- Focus is on operational oversight, coordination, and continuity across the community

To apply, please send your résumé/CV along with a brief introduction to:
board@the-edge.es