

Commercial Property Manager

Wood Recruitment • All Perth WA



Base pay

\$65,000 - \$95,000



Work type

Full time



Contract type

Permanent

Full job description

Our client is a leading commercial and industrial real estate agency based in Welshpool that provides a full host of real estates services. As a Commercial Property Manager it is your job to ensure your responsibilities are completed accurately and delivered with high quality and in a timely manner.

What you'll be doing:

- Handle a portfolio of 80 commercial properties
- Maintain a high quality of service to owners and tenants
- Attend internal & external business commitments
- Liaise with owners, tenants, contractors, and external trust accountants
- Maintain properties in accordance with owner's instructions and safety requirements
- Ensure all repairs & capital works are completed in a timely fashion
- Manage after hours call-outs
- Work alongside the leasing agent to screen prospective tenants
- Prepare all necessary documentation related to the leasing of properties
- Work alongside the leasing agent to produce market appraisals
- Keep across important dates

What you'll need:

- 2+ Years of Property management experience
- Knowledge of the local property market
- The ability to deal with strong personalities
- A current real estate license & drivers license
- Experience with Cirrus8 desirable
- A presentable and reliable vehicle
- The ability to work autonomously
- Excellent interpersonal skills
- The ability to work under pressure
- A hands on approach
- To be highly organized

Job details



Date posted

25 May 2022



Expired On

24 Jul 2022



Category

Property & Real Estate



Occupation

Property & Asset Management



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Contract type

Permanent



Work type

Full time



Job mode

Standard business hours



Industry

REAL ESTATE



Sector

What's in it for you:

- Manageable portfolio
- Full support and training
- Generous Salary based on experience
- Great company culture
- Working with a reputable company

How to apply:

To complete your application for this position please click on the "APPLY" button below. Online applications are preferred however for a confidential enquiry please call 08 9221 8122.