



## Property Manager | Industrial

Hays • Melbourne CBD VIC



Base pay

\$85,000 - \$90,000



Work type

Full time



Contract type

Permanent

### Job details



Date posted

04 Mar 2022



Expiring date

04 Mar 2023



Category

Property & Real Estate



Occupation

Property & Asset Management



Base pay

\$85,000 - \$90,000



Contract type

Permanent



Work type

Full time



Job mode

Standard/Business Hours

### Full job description

#### Your new company

Fantastic opportunity to join a national investment & development organisation who specialise purely in the industrial sector. This company over the last few years have gone from strength to strength with a truly unique offering for their investors, which has allowed them to expand both their portfolio and team nationally. With continued growth, a newly created position has become available for an experienced Property Manager to join their team.

#### Your new role

As the Property Manager you will be responsible for managing circa 20 industrial assets located in Victoria. Your role will entail the following responsibilities:

- Set up Properties and Tenants/Owners details in the database
- Co-ordinate building maintenance contracts
- Organise daily R&M; lodge work orders based on Tenant/Owner requirements
- Tenant invoicing and monitoring Tenant payments
- Maintain accurate Tenant & Client databases
- Tenancy info updates/admin – follow up on Tenant insurance policies and rent reviews
- Prepare letters to Tenants and Owners where needed
- Complete property inspections and reports as and when required
- Assist Director as requested
- Prepare monthly client reports
- Monitor and actively pursue rental arrears
- Implement Rent Review's (Market, Fixed and CPI)
- Liaise with contractors, tenants, owners as required.
- General Administration, filing and assistance as required
- Other duties as reasonably required to facilitate your role as

commercial property manager

### **What you'll need to succeed**

- Minimum of two (2) years' experience as a Commercial Property Manager (office, retail or industrial experience is suitable)
- Candidates looking to step up from an Assistant role within the commercial sector are also encouraged to apply
- Thorough understanding of Commercial Real Estate legislation
- Experienced in managing Covid rent relief requests
- Ability to work both within a team and autonomously
- Strong financial acumen and attention to detail
- Your own vehicle and valid drivers licence

### **What you'll get in return**

- \$85k - \$90k + Super (commensurate with experience)
- Work in a diverse role and gain exposure to high quality assets
- Deal with institutional stakeholders
- Career progression opportunities to Asset Management
- Work alongside highly experienced property professionals who will take the time in upskilling you
- Opportunity to develop a strategic approach to property
- Office located in the inner north/west
- Parking on-site
- WFH flexibility

### **What you need to do now**

If you're interested in this role, click 'apply now' to forward an up-to-date copy of your CV, or call Theo Georgakopoulos on 0401 880 362 or email [theo.georgakopoulos@hays.com.au](mailto:theo.georgakopoulos@hays.com.au) for further information.

**LHS 297508 #2594632**