

Assistant Property Manager

Hays | Property • Brisbane CBD QLD



Base pay

\$50,000 - \$55,000



Work type

Full time



Contract type

Permanent

Job details



Date posted

17 May 2022



Expired On

30 Jun 2022



Category

Property & Real Estate



Occupation

Property & Asset Management



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Work type

Full time

Full job description

Your new company

Our client is a Brisbane based real estate agency who offer a number of services to clients looking to buy or sell in the residential space. Due to a peak in workload, they are looking to add an Assistant Property Manager to their team to support the organization in the ongoing maintenance of various properties.

Your new role

You will be responsible for overseeing the daily operations of residential entities assisting one of the agency's property managers. This will include lease renewals, organizing maintenance and repairs, liaising with owners and tenants, serving customers who come into the office, keeping the property manager on track for routines, and other tenant, owner and internal enquiries.

What you'll need to succeed

To be successful in this role, you will need to demonstrate a strong understanding of internal property management, with some experience in residential real estate or property management. You will therefore ideally come from a background in internal property management or real estate where you will have dealt with all aspects of the leasing process. As a part of your role will include leasing administration duties, you will need a good understanding of Microsoft products in order to provide documentation and input data, as well as good communication skills in order to regularly converse with stakeholders. Experience with Console Cloud or similar programs is ideal.

What you'll get in return

You will be offered an immediate start with a full-time contract with standard full-time hours, with the opportunity to volunteer to do Saturday work. You will be offered a negotiable salary of \$50,000 - \$55,000 + super depending on experience. You will also have the potential opportunity to work from home.

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 us now.

If this job isn't quite right for you but you are looking for a new position, please contact us for a confidential discussion on your career.

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