

Leasing Administration Assistant - Sydney CBD

Johnathan Thurston Academy • Chippendale NSW 2008

 Base pay
\$0 - \$0

 Work type
Full Time

 Contract type
Permanent

Skills

MICROSOFT OFFICE

Full job description

Johnathan Thurston Academy

Taking employment back to basics. We simply introduce jobseeker to jobs! It's that simple.

The Johnathan Thurston Academy, with Lendlease as our major employment partner, has a unique collaborative employment zone. The goal and focus is to connect job seekers to all of our employment partners throughout the nation. We aim to ensure that all opportunities for potential connections are both exhausted and managed in the one zone. We have created a unique and sophisticated platform that streamlines all employment opportunities between job seekers and employers.

We represent employers across all industries, we encourage you to keep in touch by registering to our JTHotJobs <https://jtachieve.com/3cF22iw>

Client: Lendlease

Location: Sydney CBD

Position: Full time

REQ-7045320

Founded in Sydney in 1958 by Dutch immigrant and innovator Dick Dusseldorp, Lendlease was born out of a vision to create a company that could successfully combine the disciplines of financing, development and investment.

Headquartered in Sydney, Australia, Lendlease has approximately 12,000 employees internationally. Our regional head offices are located in New York, Singapore and London. Combining our core capabilities of development,

Job details

 Date posted
08 Jun 2021

 Expired On
22 Jun 2021

 Category
Property & Real Estate

 Occupation
Administration

 Base pay
\$0 - \$0

 Contract type
Permanent

 Work type
Full Time

 Job mode
Standard/Business hours

 Work Authorisation
AUSTRALIAN CITIZEN / PERMANENT RESIDENT

construction and investment across the property and infrastructure value chain has allowed us to offer innovative integrated solutions for our clients.

Lendlease is one of the world's leading fully integrated property solutions providers. We are committed to creating and building innovative and sustainable solutions, forging partnerships and delivering strong investment returns. For you, it's a place full of purpose and possibilities.

We are seeking a Lease Administration Assistant to join our Leasing team at Barangaroo.

The 22 hectare Barangaroo precinct includes over 90 retail experiences, in excess of 120 floors of office space at International Towers Sydney (ITS), one of the world's best hotels, six hectares of lush green parkland at Barangaroo Reserve, a waterfront promenade linking 14 kilometres of the harbour foreshore, and beautiful residential apartments.

As the Administration Assistant reporting in to the National Lease Administration Manager, you will be responsible for the management of the administration for all aspects of the business. You will also be responsible for preparing, coding invoices and paying invoices, all lessor execution process and along with various administration tasks to keep the centre and the team running smoothly.

To be successful in this role you will have previous similar administration experience, at least one year lease administration experience, advanced Microsoft Office, and a high attention to detail. You will thrive in a team environment and easily build exceptional relationships with the business stakeholders. You will be proactive in nature and able to work to tight deadlines.

No matter where your office is, you will be a part of a company that cares about the same things you care about. At Lend Lease, we've had frameworks around employee and community development since 1983 and will continue to invest in you professionally and personally, so that you perform to your full potential to leave behind positive legacies in years to come.

Lendlease is a diverse, flexible and inclusive employer of choice. We engage, enable and empower our people. Inclusion sets us all up for success.

All applications will need to be submitted via the online system. To find out more about us and to explore all other opportunities visit www.lendlease.com/careers

We embrace the value of a vibrant and diverse workforce and recognise that our people have different experiences and needs at different times. Lendlease is a diverse, flexible and inclusive employer of choice. We engage, enable and empower our people and support their individual needs. Inclusion sets us all up for success.

To apply for this job please visit the link below.

>>>Apply Here!<<<

To apply online, please click on the appropriate link above. Alternatively, for a confidential discussion, please contact Main Account on , quoting Ref No. 965891.