


Team Assistant, Real Estate Management

Colliers International • Lower North Shore Sydney NSW


Base pay
\$0 - \$0


Work type
Full Time


Contract type
Permanent

Skills

FACILITY MANAGEMENT

Full job description

Job Description

We are seeking the expertise of an organised and proactive Team Assistant to provide administrative support to our Property and Facilities Management team in our North Sydney office.

This busy and valued role will see you build strong relationships and support a close knit, dynamic Property team. With your proactive, team focused approach and high attention to detail you will excel in this fast paced, collaborative and sociable environment.

Some of your key responsibilities will include:

- Preparation and formatting of documentation
- Process invoices and expense claims
- File creation and maintenance
- Updating our client database & running of reports
- Organising inspections
- General office administration duties

Job details

 Date posted
09 Jun 2021

 Expired On
19 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**