

Property Manager

Hays Property • Northern Suburbs Sydney NSW



Base pay
\$40 - \$75 / hr



Work type
Full Time



Contract type
Permanent

Skills

MICROSOFT WORD

Full job description

Recognised Government entity based in Macquarie Park looking for an immediately available Property Manager with commercial/retail/industrial experience. Hours on offer are maximum 37,5 working hours per week. Hourly rate is possible however daily rate of \$509/day will be preferred.

Your new role

The primary purpose of the role is to manage the Agency property portfolio (leasehold and freehold) and related stakeholders.

Duties include:

- Manage the property portfolio, leases, licences and other property interests.
- Manage tenant relationships, service providers, repairs and maintenance, facilities, WHS obligations, building compliance and financial and reputational risk associated with the property portfolio.
- Provide guidance and advice on property matters to direct reports and project teams and ensure compliance with policy, legislation, industry best practice and performance targets.
- Manage and formulate issue papers, reports and briefing notes necessary for property reporting, budget allocation and contractor engagements.
- Identify opportunities to improve quality and maximise portfolio value, and, in collaboration with the Principle Manager, implement changes and improvements. This

Job details



Date posted
10 Jul 2020



Expired On
22 Oct 2021



Category
Property & Real Estate



Occupation
Administration Assistants



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\$40 - \$75 /hr



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Work type
Full Time



Job mode
Standard hours



Work Authorisation
AUSTRALIAN CITIZEN / PERMANENT RESIDENT

includes changes to procedures and practices.

What you'll need to succeed

To be successful for the initial shortlist, you will need to demonstrate the following:

- Strong property management experience with a residential component that features DIRECT experience with managing tenant issues such as lease breaches.
- Good personality fit; open communicator, sense of humour etc.
- Good awareness of policies in State Gov't associated with procurement, delegations, ethics
- Experience with various systems e.g. Finance related systems and record management systems.
- Capability with MOS – proficiency with excel and word, including creating reports from various data source points that may include photos, maps, charts embedded into a word document or creating presentation style matrix summaries of the portfolio in excel.
- Experience with NSW Government is a must. Knowledge of the State Gov legislation is also a must.

What you'll get in return

The compensation for this role is \$509.00 per day + Superannuation. This is a 6 month rolling contract to start ASAP.

What you need to do now

If you're interested in this role, click 'apply now' or forward an up-to-date copy of your CV to Stella Anton on stella.anton@hays.com.au, 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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