

## Property Administration Officer

Hays Property • Sydney CBD NSW



Base pay

\$25 - \$30 / hr



Work type

Full Time



Contract type

Permanent

### Full job description

We are currently looking for a Part-time Property Administrator (2/3 days a week around 8-12 hours) to assist a busy Property start-up in Chippendale.

The role will involve managing the Property administration and some other adhoc tasks (marketing, social media, facilities info along the line, database) as needed.

Experience required for the role:

- Administration, data input, filling and other ad-hoc duties
- Marketing or Social media management is a plus
- Knowledge of Property or Real-estate administration is a big plus

Hourly rate between \$25-30 + Super and we wish to start the successful candidate within the next week.

To apply, click on apply now or send an up-to-date copy of your CV with a short email outlining your suitability before 24/07/20 for consideration.

**LHS 297508** #2407401

### Job details



Date posted

**18 Jul 2020**



Expiring date

**18 Jul 2025**



Category

**Property & Real Estate**



Occupation

**Administration**



Base pay

**\$25 - \$30 /hr**



Contract type

**Permanent**



Work type

**Full Time**



Job mode

**Standard hours**



Work Authorisation

**AUSTRALIAN CITIZEN /  
PERMANENT RESIDENT**