

## Property Manager

P3 Recruitment • Double Bay NSW 2028



Base pay

\$75,000 - \$85,000



Work type

Full Time



Contract type

Permanent

### Job details



Date posted

17 Sep 2021



Expired On

17 Oct 2021



Category

Property & Real Estate



Occupation

Property & Asset Management



Base pay

\$75,000 - \$85,000



Contract type

Permanent



Work type

Full Time



Job mode

Standard/Business hours

### Full job description

Are you an experienced Property Officer or Assistant Property Manager ready for the opportunity to step up and take on your own small portfolio? This is the role you've been waiting for!

Our client is a multi-award-winning, luxury and exclusive real estate agency that is a household name across Sydney's top shelf Eastern Suburbs marketplace. They are a highly supportive, well-oiled team that are raising the bar in property management, embracing world class systems and technologies that make your job easier!

They are currently seeking a switched-on Property Manager to join their busy property management team. You will be given an extensive handover from the departing member of staff, as well as access to full leasing, accounts and admin support from a highly efficient team.

#### The Position

Your key responsibilities in the role of Property Manager include:

- Manage your own portfolio of 130 properties
- Build strong relationships with landlords and tenants
- Coordinate repairs and maintenance requests
- Conduct ingoing and outgoing inspections
- Conduct routine inspections and prepare condition reports
- Manage lease renewals, increases and arrears

#### The Person

The ideal candidate for the role of Property Manager will have:

- Previous experience in a Property Officer, Assistant or Property Manager role is essential (1-2 years+)
- Current NSW Certificate of Registration and Real Estate Licence
- Excellent written and verbal communication skills
- Impeccable time management and highly organised

- Experience in conflict resolution and a great relationship-builder
- Impeccable personal presentation is a given
- First class customer service skills and a highly professional demeanour - you will be dealing with exclusive Eastern Suburbs clientele
- Knowledge of PropertyTree is advantageous
- Valid driver's licence and a reliable vehicle

#### The Perks

- No accounts, no leasing and great support from a well-oiled property management department
- Monday to Friday role, 9am to 5:30pm only
- Oversee and immaculate, luxury Eastern Suburbs portfolio of only 130 properties
- Gorgeous, designer fit-out office in the heart of the Eastern Suburbs
- Unheard of staff tenure - benefit from security and growth in your role long-term
- Up to \$85k salary package on offer
- Parking available at the office
- Full handover from the departing Property Manager
- Perfect role for an Assistant or Property Officer looking to step up and manage their own portfolio

Apply in Strict Confidence

This role is BRAND NEW today and is exclusive to P3 Recruitment. It is not to be confused with anything else advertised.

Submit your CV by hitting **APPLY NOW** or contact:

**Lauren Jones**

**Email: [lauren@p3recruitment.com.au](mailto:lauren@p3recruitment.com.au)**

**Mobile: 0434 376 835**

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