

Join Our Team

Assistant Property Manager

We are seeking an Assistant Property Manager to join our award-winning team, assisting our property managers you will be an integral part of a close knit and energetic team.

What's on offer?

- Generous remuneration package for the right team member
- Dedicated undercover parking exclusive to you
- Latest technology and highly efficient procedures to make your life easier
- Room to move! Career progression is ALWAYS available AND encouraged
- Hands on, supportive management team

What we want in you:

- Experience in real estate, particularly property management is preferred
- Willingness to obtain a Property Management registration if you do not already have one
- Valid driver's license and own vehicle is essential
- You must be tech savvy and a pro with Microsoft Office, experience with Property Tree and Agentbox would also be highly advantageous
- A positive attitude with the ability to perform under pressure and think on your feet
- Polished communication skills and a genuine passion for being around people
- The ability to multi task and effectively manage your time is essential
- Team player attitude is absolutely essential
- The desire for career progression BUT the willingness to stay in your current role for at least 12 months
- A sense of humor!

The role:

Day to day support in the management and administrative tasks of the portfolio's you will assist
Advertise properties for rent including arranging the photography
Answer general enquiries
Coordinate appointments to view properties & property inspections
Attend open for inspections
Prepare lease documents
Assist with routine inspections, final bond inspections and property condition reports
Assist with maintenance queries and coordinate repairs

TO APPLY: Please send your resume to carmel@edisonmcgrath.com.au