

Property Manager

We are seeking a residential Property Manager to join our award-winning team located in Claremont. 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
- Hands on, supportive management team
- Flexible working hours
- Laptop supplied
- Fun working environment - we work hard but we know how to have fun

What we want in you:

- Experience in property management (minimum of 2 years)
- Valid driver's license and own vehicle is essential
- You must be tech savvy and a pro with Microsoft Office and have experience with Property Tree
- 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
- A sense of humour!

The role:

- Day to day property management and administrative tasks of the portfolio
- Advertise properties for rent
- Exceptional client contact
- Coordinate appointments to view properties and property inspections
- Attend open for inspections
- Conduct routine inspections, final bond inspections and property condition reports
- Manage maintenance queries and coordinate repairs
- Other responsibilities as required

To apply

Please email your resume and a short statement of how you meet the criteria to Carmel carmel@edisonmcgrath.com.au

303 Stirling Hwy, Claremont
9286 3655