

Senior Centre Manager Full-time

COLLIERS • Fairfield NSW 2165



Base pay
\$0 - \$0



Work type
Full time



Contract type
Permanent

Job details



Date posted
17 Jun 2022



Expired On
15 Jul 2022



Category
Property & Real Estate



Occupation
Body Corporate & Facilities Management



Base pay
\$0 - \$0



Contract type
Permanent



Work type
Full time



Job mode
Standard business hours



Career level
EXPERIENCED NON-MANAGER



Work Authorisation
AUSTRALIAN CITIZEN / PERMANENT RESIDENT

Skills

FACILITY MANAGEMENT

Full job description

Company Description

As Australia's own global real estate success story, the Colliers brand was established in Australia in 1976. With 2000 people operating from 23 Australian and 26 New Zealand company owned and affiliate offices, we provide a full range of professional services for real estate investors, owners and occupiers across transactions, advisory and management.

In 2022, we continue to build on a track record of revenue and profit growth, and have been widely recognised for our enterprising culture by the likes of:

- The Australian newspaper - ranked our ANZ business as the 20th most profitable enterprise in Australia, measured by return on shareholder funds.
- Aon - Best Employer in Australia for four years running.
- LinkedIn - "Top 25 Companies where Australia wants to work".

Job Description

This is an exciting opportunity for an experienced Senior Centre Manager to join our Real Estate Management team. The team drives to maximise the performance of our client's assets by providing an integrated solution that seamlessly connects leasing, marketing, centre management, and facilities management all through one point of contact.

Based at a busy suburban Neighbour Shopping Centre and reporting to the Director of Retail Management or the Portfolio Manager this key role will be responsible for effectively managing and maximising the performance of a portfolio of shopping centre as well as people management.

The main responsibilities of this role include:

- Overseeing the presentation, maintenance of the asset, ensuring a high standard of presentation at all times.
- Maintaining close liaisons with the landlord and fostering effective working relationships.
- Supporting the delivery of the Leasing Strategy through local market contacts, canvassing new retailers in the local market.
- Preparation of all related contracts, reports, budgets, reconciliations, correspondence and documentation.
- Supervision / mentoring of staff onsite and on two other large format centres
- Supervision of tenancy fit outs to ensure consistency and compliance with buildings objectives.
- Management of arrears collection.
- Assist in compiling and implementing the division's strategic plan and marketing strategy.
- Work collaboratively to ensure building compliance, sustainability and HSE outcomes are achieved.
- Communicate frequently with the owner and all tenants and provide timely relevant and professional advice to the owners in all aspects of the management of the property.
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Qualifications

The successful candidate must have in place the applicable qualifications as required by NSW Services and they will need to clearly demonstrate proven experience in a Centre Management role, highlighting your ability to ensure the performance of the asset is maximised, across both the operational and commercial aspects.

Your strong financial experience and sound knowledge of relevant legislation will be evident, as will your ability to prioritise to ensure business objectives are achieved. This is a highly visible role to the senior leadership team and therefore your ability to communicate effectively and build positive and productive working relationships is key, as is your desire to work in a highly team orientated environment.

Additional Information

If you have the drive, professionalism and commercial acumen, we will provide you with a supportive and professional environment, autonomy and development for real success.

Your positive, proactive attitude and client service approach will ensure your success within this friendly and supportive environment. In return, we offer a real opportunity to expand your skill set and career whilst being exposed to the

inner workings of a successful team.

Please apply with your CV or call Lydia Masterson on 02 9257 0357 for more information.

Please be advised that applications will only be accepted directly rather than via recruitment agencies.