

## Residential Property Manager

Hays | Property • Western Sydney NSW



Base pay

\$70,000 - \$75,000



Work type

Full time



Contract type

Permanent

### Job details



Date posted

**16 Jun 2021**



Expired On

**16 Jun 2022**



Category

**Property & Real Estate**



Occupation

**Property & Asset Management**



Base pay

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Contract type

**Permanent**



Work type

**Full time**

### Full job description

We are looking as experienced in Property Management is a must with the ideal candidate being someone who is ready to take their career to the next level as part of our Commercial property management team. This role a permanent opportunity with remuneration of 75k+Super. The successful applicant will work as part of a team that includes an Office Manager, dedicated trust account administrator, other support staff and Directors looking after a portfolio of commercial, industrial and retail tenancies around Parramatta. After the six month period, you may have the opportunity to join another function if you desire.

The position involves:

- Liaising with landlord clients
- Being a senior member of our property management team
- Assisting with maintenance requests and coordinating trades people
- Attending to rent reviews and lease renewals
- Communicating with tenants in relation to rental payments and arrears
- Assisting with various inspections for properties under management
- Attending to leases and disclosure statements required for the property management department
- Following up tenants for proof of public liability insurance
- Attending to invoicing tenants for rent and outgoings as per the lease
- Conducting regular inspections of properties under management and reporting to our clients
- Preparation and implementation of annual fire safety statements
- Work with the property management, sales and leasing teams to increase properties under management and quarterly income from the rent role

The ideal candidate will have:

- Property management experience in the residential space managing large portfolios

- A passion for providing excellent service to clients in the area of property management
- Excellent communication skills
- Strong focus and attention to detail
- Enthusiasm and a drive to succeed
- A current Certificate of Registration or Licence
- Experience working with REST or other Property softwares would be an advantage

If interested in this role, please forward a copy of your CV to [stella.anton@hays.com.au](mailto:stella.anton@hays.com.au) or click on "apply now". Only candidates with previous Residential Property experience will be contacted.

**LHS 297508** #2509592