

## Assistant Property Manager

### About the business and role

We are a thriving real estate agency located in North Perth, highly service driven and client focused - our brand and culture are paramount. We are a fast-paced and fast-growing organisation and the right candidate will quickly flourish. We offer a modern vibrant office environment where every employee works hard to achieve their personal and company objectives, while enjoying a great culture.

If providing world-class service and support is your passion then our clients and team need you. An organisation is only as good as its team members and we only want the very best. You will have the benefit of a dedicated department manager to support you and a trust accounts team member. Team collaboration and ideas are encouraged to improve systems, procedures and client outcomes.

We have an outstanding opportunity for an administrative focused person to join our residential property management team, supporting the property managers with a range of tasks across all portfolios. We would like a candidate who aspires to build their career in a positive environment and learn from the best, one day becoming one of our prized property managers.

### We Offer:

- Generous remuneration package for the right team member
- Ongoing training, support, personal development
- Latest technology and efficient procedures
- A dedicated full-time trust accountant and department manager
- Room to move! Career progression available and encouraged
- Hands on, supportive management team
- Great culture, company events and awards
- Plenty of laughs – we work hard but we know how to have fun

### The Role

- Day-to-day administrative tasks
- Provide ongoing support to our team of residential property managers
- Advertise properties for rent, from arranging photography to placing the advert
- Answer general enquiries

- Coordinate appointments to view properties
- Prepare documentation
- Manage electronic signing of documents
- Assist with maintenance and coordinate repairs
- Assist with routine inspections, bond inspections and property condition reports
- General data entry and maintain accuracy within our systems
- Key management / audits
- Other responsibilities as required

### **What you need:**

- Experience in property management is ideal
- Prefer a candidate with a current Property Management or Sales Registration
- Understanding of Property Tree is desirable
- Strong proficiency with Microsoft products, particularly Word, Outlook & Excel
- Fantastic communication skills – written and oral
- Focused on delivering outstanding customer service
- Strong administrative skills and time management
- Ability to prioritise and self-manage
- You're 'coachable' and keen to learn and progress your skills and knowledge

**TO APPLY:** If you are looking to join an energetic, positive team and you meet the requirements, don't hesitate to send your resume and cover letter through to [casey@edisonproperty.com.au](mailto:casey@edisonproperty.com.au)

### **Your application must also include answers to these questions:**

1. Do you have a current unrestricted Australian driver's licence?
2. How much notice are you required to give your current employer?
3. Do you have any annual leave booked in the next 12 months?
4. What's your expected annual salary not including superannuation?
5. What software are you competent with?

### **Note to recruitment agencies**

Thank you for your interest, however we will not require assistance for this placement. We do not accept unsolicited agency resumes and we will not be responsible for any fees related to unsolicited resumes or contact. Thank you.