

Senior Property Manager

About the business and role

We are a thriving real estate agency located in North Perth, that are highly service driven and client focused - our brand and culture are paramount.

If providing world-class service is your passion then our clients need YOU. An organisation is only as good as its team members and we only want the very best.

We have a modern vibrant office environment where every employee works hard to achieve their personal and company objectives.

You will have the benefit of a dedicated department manager to support you and a trust accounts team member - no EOM or paying creditors, along with the use of a company car (during work hours).

Team collaboration and ideas are encouraged to improve systems, procedures and client outcomes.

We are a fast-paced and fast-growing organisation and the right candidate will quickly flourish. As a growing organisation, career opportunities in the long term for the right candidate are available.

The successful candidate will be responsible for:

Provide prompt responses and outstanding service to all of our clients, being only too happy to go the extra mile.

Nurture relationships to ensure all our clients, both tenants and owners, are receiving the ultimate property management experience.

Professional and efficient end-to-end portfolio management, with new PCR's outsourced.

Conduct compliance checks of properties, write special conditions, produce legislatively compliant documentation, etc.

Ensure seamless on-boarding of new properties and tenants.

Conduct thorough and meticulous Routine & Final inspections.

Co-ordination of maintenance requests through to finalisation and closing of work orders.

Daily arrears management - rent and invoices.

Advertising and leasing of properties, scheduling home opens in advance and conduct after-hour weekday home opens and Saturday home opens. Time off in lieu provided.

Manage prospective tenant enquiries, screening / processing of rental applications and tenant selection.

Ensure prompt and regular communication with owners, especially during vacancy and high-stress events.

Negotiate positive outcomes with owners and tenants.

Proactive lease renewals and rent / bond reviews.

Strong time management skills along with sound administrative and computer skills.

Ability to review workload daily/weekly/monthly & allocate time in calendar to ensure all tasks completed timely.

Promote our other services to clients, such as our sales team, as required.

No mobile phone provided as we recognise the importance of ensuring mental downtime outside of work hours. There is an after-hours emergency phone on a roster so tenants can report after-hour emergencies.

Skills and experience

The ideal candidate will be a professionally presented and knowledgeable property manager with great energy and experience managing a busy portfolio.

Above all, you must have a strong customer-service orientation. You will take pride in your work and always strive to deliver exceptional quality service to the highest standard in everything that you do.

Strong communication skills, both verbal and written required.

Highly developed conflict resolution and negotiation skills along with the ability to problem solve under pressure, while retaining service focused diplomacy.

You will be looking for a challenge in an energetic environment, be KPI driven.

Other requirements include:

- Sound knowledge of Property Tree preferred (REST suitable also)
- Thorough knowledge of the RTA and other relevant legislation pertinent to your position
- Experience as a Property Manager (Consideration may be given to an outstanding super-switched on property manager Assistant, be ready to prove yourself)
- Current Property registration & CPD points up to date
- Valid driver's licence and right to work in Australia
- Positive energy and always solution focused
- Coachable and willing to work collaboratively with your team
- A daily commitment to maintaining a positive team and company culture
- Punctual, reliable and transparent

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

Your application must also include answers to these questions:

How many years' experience do you have as a property manager or assistant?

Do you have a current unrestricted Australian driver's licence?

Do you have access to a sound vehicle for after-hour/Sat home opens?

How much notice are you required to give your current employer?

Do you have any annual leave booked in the next 12 months?

What's your expected annual salary not including superannuation?

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.