C&A Real Estate has built its reputation on the provision of customer service excellence. The C&A team strives to consistently deliver accountable results for its clients with total integrity and transparency.

Join an enthusiastic team, with excellent customer service and superior growth. Our agency is leading the way in Sales and Property Management.

We are seeking a full-time property officer to join in the management of a rapidly growing portfolio. The applicant must be highly organised and be able to work autonomously.

With professional training you will be responsible for:

- Routine Inspections
- Creating Ingoing & Vacating condition report inspections
- Performing Leasing Open Homes
- Communicating with prospective tenants on a daily basis
- Reception Duties

To apply you must:

- Have your Certificate of Registration
- Be enthusiastic and a team player
- Experience is preferred.

Please send your resume to info@carealestate.com.au