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Property Manager for Boutique Portfolio

Asset Advantage Management
Crows Nest, Sydney NSW

Residential Leasing & Property Management (Real Estate & Property)

Full time

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A rare opportunity to become part of a dynamic national boutique real estate agency.

Our team is innovative and friendly with a flexible and approachable style in a fun and professional working environment.

We are customer focused, with an emphasis on integrity and putting people first. We are looking for a vibrant addition with the same moral code to join our exciting team.

To be successful in this role, you will require the following -

- Must have a current Real Estate Licence or Certificate of Registration
- Highly organized with excellent time management skills
- Exceptional customer service skills and a positive attitude
- Current driver's licence & a reliable car
- Know how to have fun while working!

- Have real passion to develop your skills and current portfolio.
- Great client service attributes in dealing with clients, tenants and promoting this within the team.

The role:

- All aspects of property management
- Liaise with owners, renters, contractors, and external suppliers.
- List properties, process applications & lease preparation
- Conduct routine, outgoing, and open house inspections.
- Bond lodgment and refunds
- Rent reviews and lease renewals.
- Deal with maintenance, defect, and warranty issues
- NCAT applications, case preparation & attending hearings.
- Insurance claims
- Note that this role may not be limited to the tasks above.

This is a very diverse role where you will grow your skills within the real estate industry. You will be working from Head Office which is based in Crows Nest.

We have over 1000 managements in Sydney, Melbourne and Brisbane with our rent roll growing by the month.

Our office is based in Crows Nest and properties you will manage are spread over several areas like Waterloo, Zetland, Marrickville, Wentworth Point, Lane Cove, Dee Why etc. All trust accounting is done in our Sydney office, thus allowing you more time for property management.

If you are professional, highly driven and motivated please apply now. This is a rare opportunity so don't delay and forward your CV to cseagal@assetadvantage.com.au. Remuneration is commensurate with experience.