



Strata & Co.

Strata Administration

Strata and Co

📍 Ryde, Sydney NSW

🏢 Body Corporate & Facilities Management (Real Estate & Property)

🕒 Full time

💰 \$50,000 – \$60,000 per year

The Role

Our office in Ryde is seeking a self-motivated, organised and confident person to join our current team.

A practical understanding of office procedures with strong & clear written and verbal communication skills are key to achieve your responsibilities for this position.

- General reception admin duties, liaising with owners, managing agents & trades.
- Assisting accounts department
- Assisting management.

Benefits

- Salary package from \$50K - \$60K + super (based on experience) plus monthly wellness afternoon
- Reviewed on a regular basis to match role.
- Permanent Full-Time role.
- Friendly team
- Ongoing Training & Career progression opportunity
- Current Drivers Licence would be preferred.

Qualifications

- Positive & self motivated attitude
- Customer service experience
- Excel, Word and Outlook knowledge
- Candidates with a Strata Certificate IV in Strata Community Management will be preferred.
- Any basic understanding of MRI software program would be favoured.

*Candidates in progress of attaining their Strata Certificate or those who may have Property Management experience are encouraged to apply.

The Company

Strata & Co provides mixed use strata management, body corporate management with a friendly service and simple solutions to Strata.

How To Apply

Please send your CV to careers@strataandco.com.au

Is this job not for you? Are you thinking of a friend that would be a good fit for our team?

We would happy to hear from any potential job seeker in the Strata industry to join our fun, motivated and exciting team.

Employer questions

Your application will include the following questions:

What's your expected annual base salary?

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

Do you have experience in administration?

Do you have a current Australian driver's licence?

How many years' experience do you have as an Administration Role?

How many years' experience do you have as a Strata Assistant?

Which of the following Microsoft Office products are you experienced with?

How many years' experience do you have as an Assistant Strata Manager?