



Strata Management Administration / **Assistant (full time or part time)**

RPM Property is a boutique and modern Strata Management company based in the Inner West, Five Dock of Sydney. With growth of the company, we're seeking support, administrative, maintenance coordinator staff to assist with the day-to-day duties associated with Strata Management. While not a requirement, administration experience and is favourable but not essential as a can do attitude and the willingness to want to learn and support the team.

Duties will include, however are not limited to:

- Incoming and outgoing phone calls;
- Attending to minutes from meetings and actioning various items;
- Drafting agendas, minutes and letters;
- Issuing work orders and quote requests to contractors plus the ongoing management of repair requests through to completion;
- Understanding of Microsoft Office suite and its applications will be an advantage;
- Office filing (hard and soft copies);
- Customer service and the want to help our clients is essential;
- Adapt to different clientele needs and requirements; plus
- Other administrative duties where and when required.

RPM Property can offer full time or part time arrangements, and will cater for the right candidate/s. We have a work from home on Friday policy as well as some Monday's (work load dependent).

If this is something you're seeking or considering, please do reach out for a conversation.

Contact Rodney directly on 0414 785 337 or send your resume to rodney@rpmproperty.com.au