



Property Manager - Liverpool

We have an exciting, full-time opportunity to join our high-performing team.

We are looking for a candidate who will uphold our reputation and brand by delivering exceptional customer service. This role is perfect for an individual who has a strong passion for real estate and thrives in a busy, fast paced environment. Training will be provided to the successful candidate.

As a Property Manager you will:

- manage and build relationships with landlords and tenants;*
- action repairs and maintenance requests;*
- conduct ingoing and outgoing inspections;*
- conduct routine inspections;*
- manage arrears;*
- prepare documents and attend tribunal where required; and*
- work Saturdays with a day off in lieu.*

The successful candidate will have:

- thorough knowledge of the Residential Tenancies Act;*
- minimum 12 months' experience in Property Management;*
- excellent verbal and written communication skills;*
- strong customer service focus;*
- great organisational and problem-solving skills;*
- professional personal presentation;*
- current driver's licence and reliable car; and*
- current Certificate of Registration / Licence.*

If you have these skills, demonstrated experience and are seeking an exciting opportunity to deliver exceptional customer service to a growing portfolio Apply Now!

If you would like more information, please email liverpool@prd.com.au