



Property Officer

- Parramatta, Sydney NSW
- Full time

Who are EchoRealty and what is our point of difference?

Echo Realty is a profit-for-purpose real estate agency specialising in property management. It is a division of Evolve Housing Limited, one of Australia's leading not-for-profit Community Housing Providers (CHPs). Unlike traditional real estate agents whose sole objective is to generate profits, the Echo Realty difference is that all profits will be reinvested to grow the supply of affordable housing stock in NSW, and into social support programs delivered via Evolve Housing that empower very low to moderate income residents on their journey to independence.

What will your new day look like?

- Carry out general office administration tasks including data entry, preparing reports, spreadsheets and correspondence.
- Provide exceptional customer service by promptly responding to all telephone, electronic and face to face enquiries and correspondence from tenants, landlords and customers
- Conduct income review and yearly rent reviews on all properties, ensuring accurate recording of data.
- Manage, maintain and process incoming invoices in a timely and efficient manner.
- Ensure the accuracy of daily banking
- Effectively manage the key register
- Assist with other projects and general duties as required
- General property management tasks including client facing activities and field work as required such as ingoings, outgoing, open homes and routine inspections

- Assist with general real estate tasks such as scheduling open homes, obtaining eligibility documentation, supporting with applications and follow up of customer enquiries

What benefits will you receive?

- Fleet vehicles available for fieldwork.
- Ongoing support through training and development provided.
- Ongoing support from your Team Leader and colleagues.

Some important things you will need to begin this journey!

- Proven knowledge and understanding of Real Estate (desirable)
- Demonstrated experience in a business/support office role.
- Commitment to delivering an excellent customer service experience.
- Strong negotiation and conflict management skills.
- Are a self-starter who is organised and able to prioritise;
- Love collaborating and working in a team
- Possess a current Driver's License
- Certificate of Registration (or willingness to obtain)
- Willingness to obtain a National Criminal Record Check
- Willingness to obtain a NDIS check

How do you apply?

To apply, send your resume and a covering letter to jobs@evolvehousing.com.au

Evolve Housing encourages Aboriginal and Torres Strait Islander applicants to apply.

Evolve Housing welcomes applicants from Culturally & Linguistically Diverse backgrounds.

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