

# Property Manager

McGrath West, North West, Hills, and Hawkesbury are on the lookout for an experienced Property Manager to join our high-performing team. This exciting opportunity involves managing a well-maintained portfolio, with the full support of a dedicated leasing team. You'll also benefit from the guidance of a Team Leader and the Head of Property Management. We take pride in delivering exceptional service to both landlords and tenants, building lasting relationships, and upholding excellence in everything we do. If you're passionate about property management and thrive in a collaborative, supportive environment, we'd love to hear from you!

## **Key Responsibilities:**

- Oversee all aspects of property management, including tenant communication, repairs and maintenance, lease renewals, arrears management, routine inspections, and exit reports.
- Work closely with the leasing team for smooth tenant transitions and minimise vacancy periods.
- Use dedicated PM software (Property Me) to manage day-to-day operations, ensuring timely and accurate management of property-related tasks.
- Build and maintain strong relationships with landlords and tenants, providing professional and accurate legislative advice where required.
- Provide a solution-focused approach to resolve conflicts and deliver excellent customer service.
- Ensure compliance with industry regulations and company standards.

## **Skills and Experience:**

- Hold a current New South Wales Certificate of Registration and Drivers License;
- Previous experience in residential property management;
- An empathetic nature, strong communication skills and a solution oriented approach;
- Equipped with legislative knowledge, and the ability to stay up to date with market trends and changes;

- Ability to manage multiple deadlines, with the ability to be resilient and adaptable to change;
- Software and computer proficiency, and the competence to learn new systems quickly;

#### Why McGrath?

- Support from the head of Property Management and leasing team to assist you with your daily operation;
- Working within an office that promotes team & culture;
- Strong remuneration package + bonus incentives available;
- Work from home flexibility & Km reimbursement;
- Ongoing training & events.