



Job description: **Leasing Consultant / Property Officer**

Location: Edgecliff (Inner West/East)

Contact details: melissa@progressiveproperty.com.au

Are you ready to kickstart or move forward your real estate career?
An exciting opportunity awaits at Progressive Property as a leasing consultant/property officer.

About the Role

This is a crucial role in our office where you will manage the leasing process and ensure all properties are inspected by prospective tenants and leased asap. You will also support our senior property manager day-to-day. You will work closely with the directors and we will encourage you to learn and grow. There is career path progression and lots of future options in this role.

Your Tasks

- Manage enquiries from prospective tenants & conduct advertised and private inspections as required
- Liaise with property owners on inspection progress and feedback
- Check and process tenancy applications
- Prepare lease packs & co-ordinate key handovers
- Assist senior property manager with maintenance, reviews and communications
- Conduct Ingoing Inspection Reports as required
- Conduct Routine Inspections as required
- Administrative office management tasks to support the team

Your Qualifications

- Very strong communication and interpersonal skills
- Highly organised and well presented
- Lots of energy, 'can-do' attitude and willingness to deliver strong results
- Works well in a team environment and can deliver on deadlines

- Current drivers licence and own car (we will provide a car allowance)
- Current NSW Certificate of Registration or Real Estate Licence
- Must be available to work Saturdays (usually half day)

About Us

Progressive Property is an independent, dynamic and modern agency based in the Eastern Suburbs with existing clients throughout the East, Inner West and Lower North Shore. We foster a collaborative and positive team culture. Work with passionate and progressive directors who will support and encourage you to thrive.

Please contact us for a chat, we're looking forward to hearing from you!