

A well-established Real Estate based Northern suburb and Hills area. Specialising in Residential property management and Sales. Our Agency has a long track record of Property management and sales with high client satisfaction.

We are seeking a highly motivated Property Management/ Sales Associate to work closely with the Director/Licensee in Charge to support a portfolio of residential properties and the sales team. The Property Management/ Sales Associate will be responsible for the full spectrum of property management duties, including day-to-day operations, tenant relations, repairs and maintenance, and landlord communications and support sales processes

Key Responsibilities:

- Co-ordinate the management and maintenance of a portfolio of residential properties.
- Ensure properties are maintained to a high standard, addressing any repairs or maintenance issues promptly.
- Coordinate property inspections and ensure properties are in good condition, reporting findings to the Director/Licensee.
- Maintain up-to-date knowledge of the local property market and trends.
- Conduct regular routine inspections.
- Open houses for rentals and sales as required.
- Foster and maintain strong, positive relationships with landlords, tenants, and contractors.
- Identify rent arrears and ensure that all rent payments are paid and processed promptly.
- Support Sales processes.

Core Role Requirements:

- Strong customer service and client management skills with the ability to build lasting relationships with landlords, tenants, and service providers.
- Excellent communication skills, both written and verbal, with the ability to liaise with diverse stakeholders.
- Experience with property management software, competent in Microsoft Office Suite (Word, Excel, PowerPoint), and social media platforms.

Pay: salary negotiable depending on skills and experience

Benefits:

- Professional development assistance
- Flexible working arrangements

Schedule:

- Flexible working hours
- On call
- Weekend availability

Experience:

- Real Estate/Customer service

Licence/Certification:

- Current Certificate of Registration or License (Real Estate) (Required)
- Driver Licence with reliable vehicle (Required)

Work Authorisation:

- Australia (Required)

What you need to do now

If you're interested in this role, send a copy of your CV to:

Rose Song

T: 0421 215 935

E: rose@loyalrealty.com.au

Job Type: Part time / Full time

Pay: salary negotiable depending on skills and experience

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Experience:

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