



Property Manager | Ray White Baulkham Hills

Are you a Property Manager looking to take your career to the next level? Do you want to align yourself with business leaders that will support and encourage you to challenge yourself and achieve your career goals? This is your chance to do just that with the agency awarded as Rate My Agent's 2025 Rental Team of the Year!

Ray White Baulkham Hills is seeking a passionate, hardworking and enthusiastic Property Manager to join our talented, high-performing team.

Why join our agency? We are an energetic company, with an enthusiasm for success. We go above and beyond the obvious, the ordinary, and the conventional to deliver outstanding results for our clients. Our business fosters a supportive working culture that feels like family.

We always ensure our staff feel valued and appreciated. We are invested in our team; we guide them, encourage them and provide the necessary training and mentorship for each individual to grow and develop into the real estate professional they aspire to be.

Don't miss this opportunity to join a market dominating business and supercharge your career with one of the best teams within the Hills District.

The Perks:

- Align yourself with a leading, highly respected business that has serviced the Hills area for over 35 years;
- A competitive remuneration package that can be negotiated based on skills and experience;
- Work with an extremely manageable portfolio;
- Flexibility is available for the right person;
- An amazing team culture - everyone genuinely loves coming to work every day;
- Receive unwavering support from business leaders who will encourage and guide you to reach your goals;
- A fantastic, passionate, fun and professional team environment;
- Top-tier training and mentorship programs with the industry's most established real estate professionals;
- Uncapped growth, development and upskilling opportunities - build a successful career with a wonderful business; and
- The backing of Australasia's largest real estate network.

The role - your duties will include:

- Delivering exceptional customer service;
- Communicating with owners and tenants, including meeting onsite if required;
- Managing rental arrears;
- Ingoing and Outgoing inspections;
- Perform routine inspections to ensure properties are well-maintained;
- Lease renewals and agreement preparation;
- Processing tenancy applications;
- Open homes as required;
- Repairs & maintenance management;
- Liaising with internal and external stakeholders;
- Issuing breach notices as required; and
- Negotiating and understanding the long term consequences of daily PM decisions.

The candidate - to succeed in this role you'll have:

- Previous property management experience is essential;
- A Certificate of Registration and/or Real Estate Licence;
- Exceptional customer service skills;
- Excellent communication skills;
- High levels of professionalism and fantastic personal presentation;
- A strong attention to detail;

- High level organisation and time management skills;
- A strong work ethic and positive outlook;
- Strong communication skills;
- A professional phone manner;
- The ability to learn and adapt to new technologies and software;
- A willingness to learn;
- Good punctuality; and
- A forward thinking and proactive mindset.

About Us:

Ray White Baulkham Hills is an energetic company, with an enthusiasm for success. We go above and beyond the obvious, the ordinary, and the conventional to deliver outstanding results for our clients.

As a proud member of the Hills District, we have been operating in Baulkham Hills for over 35 years, deeply rooted in our community. Whether you're buying, selling, leasing, or in need of professional property management, our experienced team is dedicated to guiding you through every step of your property journey.

At Ray White Baulkham Hills, we understand that real estate decisions are among the most significant you will make. That's why we prioritise transparency, clear communication, and building lasting relationships. Discover the difference.

How to apply...

Email: renee.batchelor@raywhite.com

Please include a cover letter and your resume giving us a brief overview of your previous relevant experience and what interests you in this role.