



Office Administrator / Property Manager - Liverpool

Excellent opportunity to join our friendly team surrounded by fun and talented individuals passionate about providing 5-star customer service.

The Role

We are looking for a candidate who will uphold our reputation and brand by delivering exceptional customer service. This role is perfect for an individual who has a strong passion for real estate and thrives in a busy, fast paced environment. Training will be provided to the successful candidate.

The Duties

- Manage and build relationships with landlords and tenants
- Action repairs and maintenance requests;
- Handling office correspondence
- General administrative tasks
- Conduct ingoing and routine inspections
- Manage arrears
- Work Saturdays with a day off in lieu

The Candidate

To be successful in securing this role you will have the following attributes:

- Totally customer focused and genuinely want to help
- Great organisational and problem-solving skills
- Outgoing, efficient and friendly personality
- A "Can Do" attitude and a willingness to learn
- Great computer skills and be tech savvy
- Good attention to detail
- Some real estate experience favourable, or experience in a customer service-based and admin support role
- Excellent verbal and written communication skills
- Strong customer service focus
- Great organisational and problem-solving skills
- Current driver's licence and reliable car
- Current Certificate of Registration / Licence preferred
- Another language would be advantageous

The Benefits

- Generous salary package depending on experience and bonus structure
- Work close to home
- Family orientated environment
- A dynamic and friendly team environment
- Good staff amenities

The Hours

Monday - Friday: 9:00 am - 5:30 pm

Saturday - 9:00 am - 4:00 pm – day off in lieu

About PRD Real Estate Liverpool

We are the largest and longest established real estate agency in Liverpool with a large management portfolio.

If you have these skills, demonstrated experience and are seeking an exciting opportunity to deliver exceptional customer service to a growing portfolio.....Apply Now!

Apply today to form part of our friendly team!

Details and resume to Leanne Alessi: liverpool@prd.com.au