



We currently have a part-time vacancy for an Administration Assistant. Applications are open to anyone studying or graduated from Certificate of registration course.

Please see the job description as below:

- Distribution of notices, agendas and minutes
- AFSS Inspection Notice distribution
- Set up a new building and enter the new owner's details
- Issue levy notices by Australian Post
- Maintain common Drive / Saving of documents
- Strata Roll update
- Maintain mail-log / Spreadsheet
- Arrange Section 182 Strata Searches
- Issue Section 184 Certificates
- and co-ordinate repairs and maintenance of common property
- Maintain the owners corporation register
- Pick up phone calls

Please send your resume to cindy@directstrata.com directly to apply for this job.