

Job Position: Property Manager

Contact details for applicants: anika.benecke@belleproperty.com

Job description:

We are seeking a motivated and organised individual to join our Property Management team.

This role focuses on supporting the day-to-day management of a residential portfolio, ensuring efficient operations, strong tenant communication, and a high standard of service across all touchpoints.

You will be responsible for managing tenant enquiries, coordinating maintenance, supporting lease administration, and maintaining accurate systems and documentation. Working within a structured team environment, you will contribute to consistent processes, strong response times, and overall team performance.

This is an excellent opportunity to build your career in property management, with direct support from an experienced Team Coordinator (20+ years in the industry), along with ongoing training, coaching, and development within a collaborative, high-performing team.

Responsibilities include:

- Manage incoming tenant enquiries via phone and email in a professional and timely manner
- Coordinate and oversee maintenance requests from lodgement through to completion
- Liaise with landlords, contractors, and internal team members to ensure efficient resolution of issues
- Monitor maintenance time frames, follow up outstanding works, and ensure invoices are processed correctly
- Manage arrears follow-up in line with company procedures and legislation
- Prepare lease documentation, process lease renewals, and support compliance requirements
- Maintain accurate records and notes within Property Tree
- Assist with routine inspection administration and follow-up actions
- Ensure keys, documentation, and files are maintained accurately
- Contribute to achieving team KPIs, including response times, arrears control, and workflow management

The successful candidate will have:

- Certificate of Registration or Real Estate Licence
- Previous experience in property management, tenancy support, or a fast-paced administrative role
- Strong knowledge of residential tenancy legislation (or willingness to learn quickly)
- Exceptional organisation and time management skills
- High attention to detail and accuracy in documentation
- Confident communication skills, both written and verbal
- Ability to manage competing priorities and meet deadlines
- A proactive, solutions-focused mindset
- Confidence handling difficult conversations professionally
- Strong computer skills

What we offer:

- Direct mentorship from an experienced Property Management leader (20+ years industry experience)
- Ongoing training, coaching, and development
- A structured, process-driven environment with clear expectations
- A collaborative, high-performing team culture
- Quarterly team activities and a supportive workplace environment
- Based in our newly renovated office in Parramatta, with parking provided
- The opportunity to build a long-term career in property management
- If this sounds like you, we'd love to hear from you!