



WATERPOINT ASSET MANAGEMENT

Full-Time Leasing Officer

Sydney Olympic Park / Meadowbank

We're looking for a **Full-Time Leasing Officer** to join our growing property team and take ownership of leasing across our residential portfolio.

Waterpoint manages a large portfolio of **quality, modern apartments**, predominantly concentrated around Sydney Olympic Park, Meadowbank and surrounding areas. This means you'll spend more time leasing great properties and dealing with people, and less time driving all over Sydney.

This is a hands-on role for someone who enjoys property, meeting people and getting results. You'll work closely with our Licensee and look after the leasing process from initial enquiry through to securing the right tenant.

What You'll Be Doing

Your role will include:

- Managing rental enquiries and following up prospective tenants
- Conducting open homes and private inspections
- Preparing and launching rental advertisements
- Presenting our properties professionally at inspections
- Following up prospective tenants and converting enquiry into applications
- Processing applications and completing reference checks
- Working with Property Managers on applicant recommendations and approvals
- Preparing leases and coordinating tenant sign-ups and handovers
- Keeping Property Managers and landlords updated on inspection feedback
- Monitoring competing properties and providing feedback on rental pricing
- Proactively working to minimise vacancy periods and achieve strong rental outcomes
- Completing ingoing and assisting outgoing inspections where required
- Helping the wider Property Management team during busy periods
- Identifying opportunities for new management business

Who We're Looking For

We're looking for someone who is **friendly, organised, proactive and confident dealing with people**.

You don't need to overcomplicate things. We want someone who responds quickly, presents properties well, follows people up and gets things done.

Previous leasing or property management experience would be great, although we're equally interested in someone with the right attitude who wants to build a long-term career in real estate.



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You'll need a current NSW Certificate of Registration or appropriate real estate licence, together with a driver's licence and reliable vehicle.

Working Week

Saturday is a normal working day for this position, as this is when many of our prospective tenants want to inspect.

In return, you'll have **a day off during the week**, giving you a five-day working week while being available during the busiest leasing periods.

Why Join Waterpoint?

This is a great opportunity to join a **well-established and growing property business** with a strong presence in some of Sydney's key apartment markets.

You'll be working with **quality, modern properties**, a concentrated portfolio and an experienced team around you.

Importantly, this isn't a traditional Property Manager position where you're responsible for a large portfolio of repairs, arrears and day-to-day management issues. Your primary focus is **leasing properties, working with prospective tenants and achieving great outcomes for our landlords**.

Waterpoint is continuing to grow, and we want someone who can grow with us. For the right person, there will be genuine opportunities to **develop your career, take on greater responsibility and benefit from the continued growth of the company**.

If you enjoy property, dealing with people and the satisfaction of getting a great result, this is a **superb opportunity to join a successful business with an exciting future ahead**.