

## Commercial Property Manager | Full Time – February 2023

Miles Real Estate is a well established organisation with approximately 80 employees based in Ivanhoe. With a long-standing history in our local community, we pride ourselves on local knowledge, exceptional customer service and commitment to both our clients and employees.

The Commercial Property Manager role is ideal for someone with experience in Commercial portfolio management, or a Residential Property Manager looking to diversify and broaden their skill set in the Commercial arena. The role incorporates a spread of Industrial, Retail and Office tenancies and the successful candidate will be well supported by experienced and long term colleagues, to ensure a smooth transition into a fast paced and flexible environment.

We strive to foster an atmosphere where staff enjoy coming to work and our many long-standing team members are a testament to this. So, when you join the team at Miles, you will instantly feel the difference that an optimistic and connected workplace brings.

### About us:

At Miles Real Estate, we believe our people are our most valuable asset and all of our team are provided with training and development opportunities and have access to our Employee Assistance Program. Our experienced leadership team understands that property management is not always the easiest job and is always at hand to provide mentoring, leadership and guidance to assist our employees to be their best.

### Our Employees Enjoy

- Pathways for career development and professional growth.
- Family friendly and flexible with genuine work/life balance opportunities.
- Paid Birthday Leave
- A positive workplace culture where teams collaborate and communicate respectfully.
- An exciting place to work and a real part of the local community.
- Employee Assistance Program

### About the role:

- Flexible work arrangements
- The position will consist of a portfolio of 160 to 170 properties with administrative support.
- You will be trained in the systems and procedures that will ensure a controlled and efficient portfolio with significant support when required from our team of long term team members.

### About you:

You will be a motivated, professional team player with:

- genuine interest in commercial real estate
- excellent communication and relationship management skills
- a strong focus on customer service
- a proactive, can-do attitude
- excellent work ethic
- willingness and ability to listen, learn and grow

### Qualifications:

- Certificate IV in Real Estate Practice (Agents Representative) – minimum requirement
- Current Police Check (less than 6 months old)

For a confidential chat, contact Lisa Fitzpatrick, mobile 0400 740 408

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