

Commercial Property Manager | Ivanhoe

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.

Why join us?

- **Great Team** - Encouraging and supportive team
- **Full Support** - You will be supported by the Director, Department Manager, Team Leaders, Senior Property Manager, and admin support.
- **Flexible working arrangements** - negotiable
- **No After-Hours** - not required to attend to after hours emergency maintenance.
- **Experience Leadership Team** – Our highly experienced leadership team understand the challenges and they are always at hand to provide mentoring, leadership and guidance to assist
- **Modern spacious office** – renovations completed this month
- **Don't work on your birthday** – paid leave on your birthday every year
- **Christmas and New Year** – enjoy an end of year break with office closure

At **Miles Real Estate**, As a market leader we are always striving to attract the right people to join our team of highly motivated, dynamic and positive professionals. We know our people are our most valuable asset, and appreciate the importance of providing mentoring, training and development opportunities that support them to be the best they can be.

About the opportunity

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 the role:

- Flexible work arrangements
- The position will consist of a portfolio of 165 to 180 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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