



Position Description

Residential Property Manager | Ivanhoe

\$80,000 – \$85,000 per year

About Us

We are one of Melbourne's most reputable and active real estate agencies (we just celebrated 100 years!) with a team of over 80 people, many of whom have been with us for over 20 years!

We are proud of the way we invest in our people, providing mentoring, development, support and career opportunities. We have a welcoming, warm, inclusive and empowering culture which is why our people stay with us.

The Opportunity

We are looking for our next property management superstar to join the Miles team as a Full-Time Residential Rental Property Manager, managing your own portfolio within our established Property Management team.

This is an excellent opportunity for an experienced and motivated professional who enjoys building relationships, delivering exceptional service, and taking ownership of a portfolio in a supportive and professional environment.

What We Offer

- Full time position
- A truly warm, welcoming and wonderful team culture
- Investment in your professional development
- An excellent salary

To be successful in this role you will have:

- Previous experience in residential property management
- Certificate IV in Real Estate Practice (Agent's Representative)
- A current driver's licence and access to a reliable, presentable vehicle
- A current Police Check (within the last 6 months) or willingness to obtain one
- Strong communication, time management and problem-solving skills
- Excellent personal presentation and a professional manner
- A positive, can-do attitude with the ability to work both independently and as part of a team

A bit about the role:

As a Residential Rental Property Manager, you will be responsible for the end-to-end management of a residential rental portfolio, including:

- Managing a portfolio of residential rental properties
- Building strong relationships with landlords and renters
- Conducting routine inspections, condition reports and final inspections
- Managing leasing activity including open for inspections and application processing

- Handling maintenance requests and liaising with landlords and trades
- Managing rent reviews, lease renewals and arrears
- Ensuring compliance with legislation and internal processes
- Providing clear communication and high-level customer service at all times
- Acting as a professional and confident brand ambassador for Miles Real Estate

Why join us?

Joining our team means becoming part of one of Melbourne's most established and respected real estate agencies — a business built on 100 years of excellence, integrity, and community connection. You'll be surrounded by passionate, supportive professionals who genuinely care about what they do and the people they work with.

How to Apply

If you're eager to embark on this exciting journey with us, we encourage you to stand out by submitting a personalised resume and cover letter. Applications will be assessed as they are received.

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