

## Residential Property Manager | Ivanhoe

### Full time

Are you an experienced property manager looking for a role where you are recognised for what you do?

Want to work for a supportive company that actually cares about you?

We now have an exciting opportunity for an experienced property manager or a talented and motivated assistant property manager seeking to manage their own portfolio.

### About US

Miles Real Estate is a medium sized organization with approximately 75 employees based in Ivanhoe and Rosanna. 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.

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, have access to our Employee Assistant 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.

### About the ROLE

You will be given a clean portfolio of 180 properties to manage with no requirement to build your client base as we have a team of BDM's to do this. Our properties managers are supported by their Department Manager, Senior Property Managers, Assistant Property Managers and admin support.

- No on call or after hours
- REST
- Inspect Real Estate
- iPads
- 1 in 4 Saturday's with time off in lieu

### About YOU

You will be a motivated, professional team player with:

- a minimum of 2 year property management experience
- high level patience and communication
- excellent relationship management skills
- a strong focus on customer service
- a positive and proactive, can-do attitude

Please note, the successful applicant will be required to possess an Agent Representative Certificate, drivers licence and undergo a police check.

If you would like to join our property management team, please apply now by submitting a resume and cover letter to:

**Lisa Fitzpatrick**

Email: [lfitzpatrick@milesre.com.au](mailto:lfitzpatrick@milesre.com.au)

Phone: **9490 0556** or mobile **0400 740 408** for a confidential discussion.