

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 organisation with almost 80 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 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.

About the ROLE

You will be given a clean portfolio of 160 - 170 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
- Paid Birthday Leave
- Property Me
- Inspect Real Estate
- Inspection Express
- Laptop and iPad
- Work from home 1 day per week
- 1 in 4 Saturday (half day), with one full day off in lieu
- Employee Assistance Program
- Company Celebrations and Team Building
- Newly renovated modern office
- Office closure and holidays for Christmas / New Year

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

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