

Residential Property Manager | Ivanhoe

About us:

Miles Real Estate is a medium-sized organisation with approximately 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.

Why join us?

- **Great Team** - Close-knit and encouraging and supportive team
- **Full Support** - You will be supported by the Department Manager, Team Leaders, Senior Property Managers, Assistant Property Managers and admin support.
- **Working from home** - 1 day per week
- **No After-Hours** - not required to attend to after hours emergency maintenance.
- **Experience Leadership Team** - Our leadership team understands that property management is not always the easiest job and they are always at hand to provide mentoring, leadership and guidance to assist
- **Saturday** – minimal Saturday work with a full day off in lieu when you do work
- **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:

We now have an exciting opportunity for an experienced **Property Manager** seeking to join an agency with a supportive team, a great culture and an environment that will enable you to thrive and further your success in real estate.

We strive to foster an atmosphere where staff enjoy coming to work and our many long-standing employees 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.

Your key duties will include:

- Manage a clean portfolio of 150 to 165 residential properties
- Provide an exceptional customer service to both owners and tenants
- Organising maintenance requests
- Conducting inspections

There is no requirement to build your client base as we have a team of BDM's to do this.



Skills and experience:

- 2+ years property management experience
- High-level patience and communication
- Creative approach to problem solving and solutions
- Excellent relationship management skills
- Strong focus on customer service
- Positive and proactive, can-do attitude
- Impeccable personal presentation
- Property Me, Inspect Real Estate, Inspection Express

How to apply:

If you would like to join our property management team, please email your resume to lfitzpatrick@milesre.com.au or *for a confidential discussion about the opportunity please contact Lisa Fitzpatrick on [0400 740 408](tel:0400740408).*