

# Assistant Property Manager – Commercial Division

## Full time - Ivanhoe

- An amazing start to a career in commercial real estate
- Pathway to becoming a Fulltime Commercial Property Manager
- Learn and grow within a dynamic and supportive environment!
- Have you completed your Agents Representative Certificate?

*Keen willingness to learn essential, previous real estate experience welcomed (Commercial or Residential) but not required. Successful completion of Certificate IV in Real Estate Practice (Agents Representative), Current Police Check (less than 6 months old), current Driver Licence and well-maintained reliable car.*

Join our substantial and dedicated Commercial Division servicing all commercial real estate sectors (industrial, retail and office). Our commercial team has over 20 employees making this an ideal position for someone who is looking for a serious career in Commercial Real Estate.

### Why join us?

For over 100 years Miles Commercial is a well-established, trusted name in the commercial industry, built on a foundation of quality, integrity and innovation. While we're proud of our century long legacy, we're equally focused on the future, driving progress, embracing change and investing in our people.

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.

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 in our Commercial Property Management team for an Assistant Property Manager seeking to join an agency with a supportive team, a great culture and an environment that will enable you to commence or elevate a thriving and successful career in real estate. This position will provide an exceptional grounding in all facets of Commercial Property Management, working closely with the property management team on a wide-ranging variety of tasks, from financial matters to conducting market rent reviews and routine inspections.

The successful Commercial Assistant Property Manager will possess a high level of enthusiasm and an ability to deal with a wide variety of clients. The candidate will be part of a team environment of colleagues with strong local knowledge and an extensive client base to work with. Working closely with the Commercial Management Team, the successful candidate will gain a strong knowledge of various property types and benefit from our Company's well-established links to various businesses within the community.

### Our Employees Enjoy

- Pathways for career development and professional growth.
- Family friendly and flexible with genuine work/life balance opportunities.
- A positive workplace culture where teams collaborate and communicate respectfully.
- An exciting place to work and a real part of the local community.
- Employee Assistance Program
- Paid Birthday Leave
- No Saturdays

### About YOU

- Excellent personal appearance and presentation
- Energetic, enthusiastic, self-driven, commitment, reliability
- Excellent work ethic
- Friendly, positive, and outgoing personality
- Outstanding written and verbal communications skills
- Excellent organisation and time management skills
- Certificate IV in Real Estate Practice (Agents Representative)
- Current driver's licence and respectable vehicle ownership

If this sounds like the position for you, please apply now by submitting a resume and cover letter to:

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

***\*PLEASE, NO RECRUITMENT AGENCIES***