

# Property Management Roles

Concord, NSW

Exciting Property Management Opportunities in Concord, Inner West Sydney!

- Work with one of the best agencies in the inner west
- Property officer, Junior PM & Head of department roles available
- Concord location

## Full Job Description

Are you a dynamic professional in the Property Management sector seeking a new and exciting challenge? Look no further! Our esteemed client is currently expanding their team and is on the lookout for talented individuals to fill three key roles in Concord, Inner West Sydney. If you're passionate about property, possess excellent communication skills, and thrive in a fast-paced environment, we want to hear from you!

### 1. Junior Property Manager

As a Junior Property Manager, you will have the opportunity to learn and grow within a supportive team environment. Your responsibilities will include assisting in property inspections, liaising with tenants and landlords, and contributing to the overall success of our property management operations. If you're a motivated individual with a passion for real estate, this is the perfect role to kickstart your career in Property Management.

### 2. Property Officer

As a Property Officer, you will play a crucial role in the day-to-day management of our property portfolio. Your responsibilities will involve handling maintenance requests, conducting routine inspections, and ensuring compliance with relevant regulations. If you have a keen eye for detail, excellent organizational skills, and a customer-focused mindset, this role is ideal for you.

### 3. Head of Property Management

For seasoned professionals with a proven track record in Property Management leadership, our client is offering an exciting opportunity for a Head of Property Management. In this role, you will be responsible for overseeing the entire property management division, leading a dedicated team, and implementing strategic initiatives to drive success. If you have a strong leadership presence, extensive experience in property management, and a strategic mindset, we invite you to apply for this pivotal role.

## Key Requirements for All Positions:

- Proven experience in the Property Management sector
- Excellent communication and interpersonal skills
- Strong organizational and multitasking abilities
- Knowledge of relevant industry regulations and best practices
- A proactive and customer-centric approach
- Relevant qualifications in Real Estate or Property Management (for senior roles)

## What We Offer:

- Competitive salary packages

- Opportunities for career progression and professional development
- A collaborative and inclusive work environment
- Exciting challenges and projects within the dynamic property management sector