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Real Estate Job Descriptions



Job Description 1

Assistant Property Manager | >>Location<< | >> Salary <<

About the Role

- As Assistant Property Manager, you will assist the Senior Property Manager with the running of a portfolio of around >>Quantity<< properties in the >>location<< area.
- The environment is supportive which will enable you to further develop your skills in Property Management, meaning this role is ideal for those aiming to progress through the business.
- Preferably you will have experience using REST/CONTROL and at least >>Duration<< months experience in Property Management.
- This is a fast paced agency, so someone who already knows the basics but wants ongoing training and support to advance their career will be a perfect fit.

About the Company

A genuine, considerate principal has helped build this agency on the core values of trust, integrity and a level of service that separates them from the crowd - this is the team you want to be a part of. Enjoy the backing of an established brand and the benefits of a boutique sized agency, where each individual staff member is valued and respected and made to feel as though their work is appreciated - this can be very rare in Property Management.

Skills, Experience and Requirements

- Minimum >>duration<< experience in Property Management
- >>State<< Certificate of Registration
- Excellent computing skills and attention to detail
- Impeccable grooming and presentation
- Ability to deliver high end customer service to owners and tenants
- Reliable vehicle and valid >>state<< drivers licence

Culture

It is a fact that humans spend more time at work than will at home, that is why the culture of this >>Company Name<< allows you to be engaged and have fun as well as feeling as supported and encouraged at work as you would at home with your family. Our directors value our staff, they will nurture and encourage you to be the best you can be. And not to mention, as a team we love to celebrate any and all wins, professional and personal.

How to Apply

Click APPLY NOW or contact >Name< on >Phone< for a CONFIDENTIAL chat about this role.

Job Description 2

Senior Commercial Property Manager | >>Company Name<< | >>Company Slogan<<

Leverage your strong property management and leadership experience. Sought after opportunity to manage a portfolio of properties based in >>Location<<.

- This is an opportunity to be involved in a leading Asset Management Services Team. You will be working with institutional and corporate clients - some of Australia's most respected. As so, it is a requirement to:
- build strong relationships with key stakeholder,
- provide superior client service,
- communicate and negotiate successfully,
- and achieve set objectives.
- A successful candidate will also have the capacity to provide strong leadership.

The Role:

- Provide professional property management services to a portfolio of clients
- Build strong relationships with key stakeholders including tenants, operational staff and clients
- Provide leadership to a team of property managers and other junior staff members
- Provide recommendations to clients based on your management of the financial performance of the assets.
- Preparation of reports including financial, arrears, maintenance summaries, tenant issues/meetings, on a monthly and quarterly basis

To Person:

- Current Real Estate Licence/Certificate of Registration
- Current Drivers Licence
- Strong previous experience in the Commercial Property Industry especially in Property Management/Centre Management
- Previous experience in preparing asset plans, more complex budgets and comprehensive reports

Job Description 2

This is a challenging environment, and those with resilience, and the skills to build strong relationships, manage people, and analyse data will thrive. You will be involved in identifying and resolving Property Management issues and ensuring “best practice” property management strategies are implemented and adhered to, whilst capitalising on opportunities to maximise your assets’ performance. We present an outstanding opportunity to grow your profile while enhancing our client and tenant relationships.

In return, we offer a competitive remuneration package and employees benefits. Having embarked on a people and client focused vision and strategy; there is no better time for a passionate and driven Property Manager to join >>**Company Name**<<. This is a great opportunity to develop your career in a supportive, thriving team

Applicants with Australian working rights need only apply.

Job Description 3

Experienced & Licensed Real Estate Agent

There is a changing real estate landscape, so we have developed flexible business opportunities with the successful, savvy agent in mind.

Introducing >>**Company Name**<<, offering you the freedom to run your own business under an exclusive territory agreement with low fixed costs.

Features & Benefits >>Edit as required<<

- Protected exclusive canvassing territory
- >>(80-20)<< commission split
- Build equity in Property Management portfolio
- Full sales, marketing & systems support from corporate team
- Personalised individual website & CRM
- PR strategy and ongoing support
- Training & personal coaching
- One-off upfront cost
- Shopfront not required

About you

- Experienced and Licensed Real Estate Agent
- Strong local knowledge and profile
- Forward-thinking, driven and committed

Culture... a little word with big effect

- Access to >>**Company Name**<< training sessions
- Access to >>**Company Name**<< online skill development portal
- Be a part of all network and industry events
- Eligibility for network wide awards and recognition

We have a number of opportunities in key locations throughout >>**Location**<<, so if you've been waiting for the opportunity to retain the majority of your hard earned commission whilst focussing on what you do best - listing and selling real estate - contact us today for a confidential discussion.

Job Description 4

Real Estate Sales Professional

>>**Company**<< is a multiple award winning company that sets the direction of >>**location's**<< real estate market. Recent awards in >>**Award Category**<<, >>**Award Category**<< and >>**Award Category**<< cement the >>**Company Name**<< brand as an ethical and successful company where real estate professionals come to thrive.

A position is now available for a real estate sales professional to join us at the fast paced >>**Company name**<< office in >>**Location**<<.

Culture

At >>**Company Name**<< we believe in the value of honesty, integrity, listening to our clients, and as a team, achieving goals. A successful applicant will align with these value, whilst being ambitious, self-motivated and willing to go the extra mile. This is a rare opportunity to work in an outstanding workplace.

About the Company

>>**Company Name**<< offers something that is unparalleled in >>**Location/State**<<. We provide genuine opportunities to develop and grow your career. We do this through strengthening education by holding regular seminars and providing coaching opportunities for our staff. We strengthen the culture and value of our work place by partaking in community initiatives and promoting a culture of sharing knowledge and supporting our team.

The Team

If you are an ambitious, goal driven person looking for a genuine long term opportunity within a locally recognised and award winning office then this may be the position for you. We recognise that it is not always easy to move to a new agency, however >>**Company Name**<< offers a support network second to none. Many of our staff have been with our agency for over 10 years and have built their way through the company to the positions they are in today. Our staff are loyal to our office and uphold a level of ethics that align with the brand. We recognise that it is our staff that elevate >>**Company Name**<< to hold it's well deserved reputation.

Come on, what have you got to lose? Let us invest in your real estate career and join us on our journey of growth and excellence.

Job Description 5

Property Management Traineeship

Kick-start your career with one of >>**Location's**<< leading suburban Commercial Agencies.

Are you keen and passionate about a career in real estate?
Are you working towards a tertiary property qualification?

If you answered yes to both of these then listen up! An exciting opportunity has arisen for a trainee to be mentored by the Directors in Property Management. You will benefit from their wealth and knowledge and receive a one-up on your peers through this hands-on experience.

>>**Company Name**<< is a premium commercial real estate and property management company based in >>**Location**<<. As a brand, we are well respected. We provide pleasant working conditions and a great team environment. This is a full time position that offers excellent remuneration and bonus structure.

Please forward your resume to >>**Name**<<, >>**Role**<<, at >>**Email**<<.

Job Description 6

Corporate Real Estate Professional

>>**Company Name**<< are proud to partner with an independent and corporate real estate and project services firm to source an experienced Corporate Real Estate Professional to build on their portfolio of existing clients in >>**Location**<< and to work alongside the >>**State**<< Director.

As the Corporate Real Estate Professional you will be expected to win business for clients seeking end to end commercial real estate advice including sourcing and negotiating new leases, providing office design / layout ideas.

Your role will include although not be limited to:

- Build and leverage off an existing portfolio of clients and identify new opportunities to grow new business through prospecting, cold calling, door knocking, marketing and networking
- Establish and maintain relationships with high level executives.
- Knowledge of Market Research and Market Trends.
- Assisting with lease negotiations, advice, design ideas.
- Identifying business needs; building consultancy, planning, asset management, commercial sales & leasing.

We are seeking a candidate with the following attributes:

- A background in commercial real estate, preferably commercial leasing or a similar analyst role.
- A Commercial Real Estate Registration
- Professional with excellent networking and communication skills.
- A strong pipeline of existing clients that you can build on and maximise.
- A proven background in identifying, building and securing clients and long term sales opportunities.

If you are looking to join a progressive organisation and build your own business and you have all the attributes we are looking for, then we would like to hear from you.

Please call >>**Name**<< on >>**Phone Number**<< for a confidential discussion or click **APPLY NOW**.

Job Description 7

Real Estate Receptionist

- You will be the first point of contact for our Real Estate Branch;
- You are passionate for providing outstanding customer service;
- Based in >>**Locations**<<; iconic brand.

The Role

You are the first point of contact between the client and the agency, you are required to provide a high standard of telephone and face to face presentation. Additionally, providing assistance to the branch by:

- Efficiently managing incoming calls to the branch
- Sorting and distributing incoming mail and processing outgoing mail, parcels and courier items in a timely manner on a daily basis;
- Support branch administration including banking, purchasing, reporting, book keeping/reconciling accounts, promotions, marketing and any other administrative activities as required;
- Support the Property Management team by assisting with the debt collection process including following up clients and preparing reports.

Skills

- Technically skilled and experienced administrative professional;
- Ability to work effectively in a team environment as well as being motivated and capable of working autonomously;
- A strong work ethic and previous experience in working in an office environment;
- Intermediate skills in Microsoft Office with exceptional attention to detail;
- Demonstrated high-quality communication and customer service skills;
- Work effectively under pressure with the ability to manage multiple demands.

This is a great opportunity to join a dedicated team, who is passionate about real estate.

Apply now for this unique opportunity or for more information call >>**Name**<<, >>**Position**<< on >>**Phone**<<.

Applications close >>**Date**<<.

Job Description 8

Residential Agent with Possible Growth to Sales Manager

Are you Residential Real Estate Sales Agent looking to grow into a Sales Manager?

About The Company

We are a multicultural team of young and vibrant professional dedicated to growth and who are on a mission to find the newest members of our sales team. We work from a modern office, in a busy area and our brand is strong and is recognised on a national and local level.

About You

We are looking for Residential Real Estate Sales Agent with a great attitude who can train successful sales agents and help them meet their KPI's and goals. You will be involved in training, monitoring KPI's, mentoring and weekly sales meetings. You will help them with their prospecting, appraisals, listings, and finally the sale!

Act quickly and contact >>**Name**<< for a private conversation on >>**Phone**<<.

You must also have your Agents Representative qualification and a reliable vehicle, to be considered for this role.

Job Description 9

Experienced Property Manager (No trust accounting involved)

- Office located in the CBD
- Competitive Salary that will continuously grow
- Enjoy coming to work with a team that will make you feel at home!

Your Rewards

- A competitive salary based on your experience + Salary Reviews
- No trust accounting involved
- Parking on-site
- Weekly Friday drinks and sundowners
- Opportunity to grow within the business
- Onsite training and CPD points are paid for
- Is a great opportunity to fast track your career

Company Summary

>>**Company Name**<< is on the rise to become one of the leading realtors in >>**Location**<<. Demonstrated through their success, they focus on Residential, Commercial and Strata. We provide only the most professional service, ensuring the customer is front of mind. We are a team of hard workers, but all while having fun. It is an enjoyable work environment lead by management that does not believe in micromanagement.

Your Role

As a Property Manager, you will be managing a tidy portfolio located within the localised area of >>**Location**<<. Throughout your role you will be reporting to the manager. You will be able to focus your time solely on property management as this role does not involve trust accounting. Are you feeling bored in your current position? Do you thrive on different challenges and wish to become a part of an organisation that are known for career progression? Then this is an opportunity worth applying for.

To Be Successful

- >>**Duration**<< years' experience working as a Property Manager
- Drive and motivation to exceed desired goals
- Possessing a vibrant and bubbly personality
- Works well under pressure
- **Current Property Management Registration and up to date points**
- **Current Driver's License**
- **Strong tenure with previous employees**

Job Description 10

Experienced Property Manager - No Saturdays Required

This reputable, inner city real estate agency has an opportunity for a thorough and detail oriented property manager.

We provide both residential and commercial sales, leasing, property management and appraisals - one of the few in **>>Location<<** to do so. We also provide a comprehensive service to investors and vendors. We offer excellent working conditions, including your own office, a rostered day off and no scheduled Saturday hours. We have excellent systems in place and a supportive team environment that will help you achieve your goals and ultimately thrive. Due to this, we have the reputation for the best in the business.

The Role

- Manage a portfolio of **>>Quantity<<** properties with full leasing and admin support
- Provide professional, high-quality customer service to both landlords and tenants
- Dealing with all aspects of maintenance / repairs issues
- Opens / Routine inspections
- Working NO SATURDAYS

The Benefits

- **>>\$\$\$<<** + Super + Commissions
- Work-Life balance
- Ongoing training and guaranteed progression
- Social and friendly team
- Own Office! No micromanagement!
- No weekends required!!!

About you

- Must have at least **>>Number of years<<** years experience in property management, managing your own portfolio
- MUST hold a current Agent Rep Certificate (Legal requirement)
- Be a switched on individual who wants to grow with the company AND is seeking longevity
- Excellent administration and communication skills
- Immaculately presented
- Owner of a reliable car and drivers licence

If you are interested in having a detailed, confidential conversation about this role I am working on, then please call **>>Contact Name<<** on **>>Phone<<**.

Job Description 11

Customer Focused Property Manager

Who are we?

We are the premier Real Estate Agents for >>**Type of living**<< living in >>**Location**<<. Successfully operating for over >>**Duration**<< years, we offer a full service delivery of sales, leasing, property management, owners corporation, insurance and maintenance.

We provide the ideal platform for you to develop your skills and grow your career through our corporate culture of innovation and collaboration.

Who we need?

We are looking for someone to fit into our team who is a high performing, customer focused property manager. You will oversee a manageable portfolio of >>**(city)**<< apartments and be provided with all tools, training and mentoring required to succeed.

Sounds interesting?

We want you to shine and succeed, so we give back to our staff with a range of generous incentives and opportunities. The team is vibrant and social and we know how busy a Property Manager's day can be, so we aim to balance that out with a range of lunch time activities such as yoga. You can also keep you weekends to yourself, working a roster of ¼ Saturdays.

Just a click away...

Please submit your CV for consideration by clicking on the 'Apply' button below. If you would like further information, please contact >>**Name**<< on >>**Phone**<< for a highly confidential discussion.

Job Description 12

Junior Residential Property Manager

We are looking for a Property Manager to join our dynamic Property Management team at our >>Location<< office. If you have great organizational skills, excellent customer service and communication skills we want to hear from you!

In this role, you will be working closely with a Senior Property Manager.

The role

- Monthly incentives payable
- Work life balance
- Very supportive structure and workplace culture
- Not required to conduct Routine Inspections as have a dedicated Routine Inspection Officer
- On-going training
- Minimal travel and access to company car

Ideal Candidate

- The successful candidate will ideally have been in a similar role, but is looking for a faster paced role in a dynamic market. You will be exceptionally well presented with positive and effective communications skills, both verbal and written.
- Enjoy working part of a great team culture!
- The successful applicant will have experience in the following;
- Must have a current >>State<< Real Estate Certificate of Registration
- Natural flair for people and relationship building
- Organisation, planning, scheduling and monitoring skills
- Tenacious, proactive approach and customer service focus
- Strong computer skills
- Ability to work well within a team environment and unsupervised
- Real Estate experience
- Must have a valid driver's license
- Must be available to work Saturdays

If you believe you are our perfect candidate, please send a cover letter with your resume that explains why you believe you are our Property Manager. Tell us what drives you, what motivates you, what excites you. You will be rewarded with respect, support, encouragement, job satisfaction, pride in what you do and a salary that reflects your success.

Job Description 13

Commercial Property Manager

- Be part of a vibrant team of real estate professionals
- Passionate for providing outstanding customer service
- Based in >>**Location**<<; iconic brand

The Role

In this role you will provide excellent customer service to support the Commercial Property Management function and provide administrative assistance to the team including;

- Data processing
- Preparing communications and documents for commercial landlords and tenants
- Scheduling repairs and coordinating tradespeople
- Assisting the Commercial Property Manager with advertising, marketing, reports and planning of inspections
- Receipting of payments and bonds
- co-ordinate client queries; and support the debt collection process.
- This role will work as part of a team and is the first point of contact for queries.

The Person

The successful applicant will provide:

- Excellent communication skills
- Fantastic attention to detail
- High level of organisational skills
- Good computer skills and some Real Estate Software exposure preferred
- Current unrestricted driver's license

Apply now for this unique opportunity or for more information call >>**Name**<<, >>**Position**<< on >>**Phone**<<.

Job Description 14

Commercial Property Manager

We are always on the look out for high calibre Property Managers to join the >>**Company Name**<< team!

Reporting to a Portfolio Manager, our Property Managers are responsible for a full range of duties associated with a nominated property portfolio, including:

- The management of arrears;
- The preparation and finalisation of an annual operational and capital expenditure budget and annual reconciliations;
- Management of contractors and service providers;
- Administering all matters relating to insurance;
- Ensure all rent reviews are undertaken in accordance with the requirements of the lease;
- Maintaining an current accurate tenancy schedule for all properties;
- Preparation of lease approval forms and documentation;
- Preparation of Capex approval forms;
- Developing and maintaining strong relationships with customer key on site contacts;
- Working closely with Building Managers including regular inspections of assets;
- Physical presentation of all assets;
- Completion of make good for all vacated tenancies including negotiation with the departing customer, scoping of works, quoting approvals, appointment of contractors and project management to meet the required Goodman standard;
- Responsible for the identification of site risk and non-compliance matters;
- Responsible for ensuring harmonious relationships with key site contacts and tenant representatives resulting in the customer being satisfied with the management of the physical and lease administration requirements of Goodman;
- Required to have a comprehensive understanding of the contractual requirements for all physical and structure service providers;
- Responsible for advising the contracts manager of the key scope requirements for portfolio assets;
- Responsible for the management of minor works projects.

Job Description 14

Required areas of knowledge and experience:

- Demonstrated experience in a commercial / industrial setting;
- Will have completed a Bachelor's degree in a Property related discipline;
- Demonstrate a high standard of written and verbal communication skills;
- Must be a self-starter and highly motivated, with an ability to self-manage;
- Demonstrate a high level of customer service skills;
- Ability to identify problems and source an effective solution;
- Demonstrate initiative in the day to day management of tasks to improve efficiency and systems;
- Ability to develop a thorough knowledge of all property management administrative functions;
- Aptitude to develop a thorough understanding of the Property Services division and what it takes to successfully perform the role of Property Manager;
- Provide support and assistance to the Property Services division;
- Must consistently demonstrate behaviours in line with the >>Company<< Values.

Job Description 15

Senior Property Manager/Portfolio Manager

Market leaders in the >>Location<< area are looking for a fun but professional Senior Property Manager.

Client Details

We are a well-structured, results driven franchise office in >>Location<<. We have a fast growing and innovative Property Management department and are looking for an experienced Property Manager to join our team!

Description

You will be joining a highly experienced property management team offering ongoing training and support.

Your responsibilities will include:

- Ingoing & Outgoing Inspections
- Business Development and Prospecting for New Opportunities
- Negotiating Lease Renewals & Rental Increases
- Property Marketing
- Liaising with Landlords and Tenants
- Review Applications
- Repairs and Maintenance Management
- Preparation of Lease and Bond Documents
- Tribunals

Profile

The successful applicant must have:

- Knowledge of the Tenancy Act
- Minimum 3 Years' Experience as a Property Manager
- Exceptional Communication and Presentation Skills
- Team Player
- Strong Time Management and Organisational Skills
- 'Can do' Attitude with a Strong Work Ethic
- Current >>State<< Certificate of Registration or License
- Current >>State<< Drivers Licence/Own Vehicle

Job Offer

- Very Little Paperwork - Administration Team
- Wonderful support, Innovative Systems
- Ongoing Training & Support
- Energetic, Results Driven Team
- Attractive Salary Plus Bonus
- To apply for this position, please click the 'Apply Now' button below. For a confidential discussion, please contact >>Name<< on >>Phone<<.

Contact and Disclaimer

Contact:

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This proposal is not a valuation or commitment to results and is intended to be relied upon by any person as such. Price is suggested taking into account recent market activity. Impressions are bought on a “live” market and while price can not be guaranteed, it is expected each campaign could generate much more than the quoted number of impressions. Price also includes design of one set of artwork, opinion and result delivery.

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