

About the Company

Centrally located opposite Redfern station, HOME789 specialises in project marketing and property management. HOME789 is the 2017 Winner of The Australian Business Award for Marketing Excellence and Innovator of the year finalists for the Real Estate Business Awards 2017. In addition, HOME789 is the finalist for Business Leader and for Excellence in Business in the City of Sydney 2016 Business Awards. We are also the finalist in the Residential Sales Team category for the 2016 REINSW Awards for Excellence.

At HOME789, our people are passionate and dedicated team working within a fun and sociable environment. We are individually driven but also teamwork-focused in achieving the best results. Our people are very valuable and as such, we encourage and looking for ways to support their growth and development in order to maximise their full potential.

About the Role of Property Manager

Are you a responsible person who likes being busy and has a genuine interest in real estate?

Your key responsibilities will include:

- Residential and commercial management and leasing
- Repairs and maintenance
- Landlord Liaison
- Ingoing/Outgoing/Routine inspections
- Tribunal attendance
- Banking
- Trust accounting
- End of month

To be successful in this role, you will possess:

- At least 3 year experience in a similar role
- Licence/Certificate of registration is essential
- Excellent customer service skills
- Excellent communication and interpersonal skills, fluent English is a must
- Strong attention to detail Intermediate Microsoft Office
- Experience using REST
- Able to work independently or in a team environment
- High level of professionalism and corporate presentation
- Current driver's license with a reliable car

If this opportunity sounds like what you're looking for, please forward your CV to hr@home789.com.au.

We thank all applicants in advance as only shortlisted candidates will be contacted.