

property management coordinator

Have you thought about a career in property management?

Now is the time to seize the opportunity!

Do you have...

- A highly professional work ethic with attention to detail and excellence?
- Skills and confidence to manage people, sometimes more than one person at a time?
- The ability to manage priorities?
- The ability to multi-task with planned time management schedules?
- The ability to remain calm under pressure?
- Immaculate presentation?
- Intermediate to advanced administration and IT skills including Outlook, Word, Excel and the ability to learn and adapt quickly and efficiently to new software?
- A process-driven approach to work and are willing to be accountable?
- The drive to succeed and prosper whilst helping others to success and prosperity?
- A love of change and a love of working on the cutting edge of change?
- A personality that is genuine, sincere, honest, determined, focused, articulate and have ethics of the utmost echelons?
- A 'whatever it takes' attitude?

Are you seeking a career with the opportunity for advancement and to be part of a dynamic and progressive team and company, with the opportunity to earn a great salary and a 'sky's the limit' bonus?

If you have ticked all the boxes then we look forward to receiving your resume! Let us know why you will be our most suitable candidate as our Property Management Coordinator, being responsible for assisting the property management team with administrative tasks and at the same time learning to be a Property Manager. (Agency) is dynamic and progressive with exciting opportunities for a person who is also dynamic and progressive and wants to advance to higher positions within property management.

A current Real Estate licence/registration would be an advantage, though not essential.

