

## Residential Property Manager - Full-time - Ivanhoe Office

### Why join us?

Miles Real Estate is a 100 year strong, well-established and highly regarded organisation with over 80 employees based in Ivanhoe and Rosanna. With a long-standing history in our local community, we pride ourselves on local knowledge, exceptional customer service and commitment to both our clients and employees.

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.

- **Great Team** - encouraging and supportive
- **Full Support** - You will be supported by the Department Manager, Team Leaders, Senior Property Managers, Assistant Property Managers and admin support.
- **No After-Hours** - not required to attend to after hours emergency maintenance, mobile phone numbers are **not** advertised.
- **Experience Leadership Team** - Our leadership team understands that property management is not always the easiest job, and they are always at hand to provide mentoring, leadership and guidance to assist
- **Saturday** - minimal Saturday work with a full day off in lieu when you do work
- **Modern spacious office** - recently renovated
- **Don't work on your birthday** - paid leave on your birthday every year
- **Christmas and New Year** - enjoy an end of year break with office closure

### Our Employees Enjoy

- Pathways for career development and professional growth
- 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

### About YOU

- Genuine desire to excel in your property management career
- Previous experience in portfolio management
- Excellent personal appearance and presentation
- Energetic, enthusiasm, self-driven, commitment, reliability
- Excellent work ethic
- Friendly, positive, and outgoing personality
- Outstanding written and verbal communications skills
- Excellent organisation and time management skills
- Current driver's licence and respectable vehicle ownership

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#### Qualifications

- Estate Agents Licence / Certificate IV in Real Estate Practice (Agents Representative)
- Current Police Check (less than 6 months old)

#### Skills and experience:

- Minimum 1 year portfolio management experience
- High-level patience and communication
- Creative approach to problem solving and solutions
- Excellent relationship management skills
- Strong focus on customer service
- Positive and proactive, can-do attitude
- Impeccable personal presentation
- Property Me, Inspect Real Estate, Inspection Express

#### How to apply:

If you would like to join our property management team, please email your resume to [lfitzpatrick@milesre.com.au](mailto:lfitzpatrick@milesre.com.au) or; for a confidential discussion about the opportunity please contact **Lisa Fitzpatrick** on 0400 740 408