

Assistant Building Manager

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Company: Jones Lang Lasalle Incorporated

Location: Brisbane

Category: other-general

Assistant Building Manager page is loaded Assistant Building Manager Apply remote type On-site locations Brisbane, QLD time type Full time posted on Posted Yesterday job requisition id REQ351976 Shaping the future of real estate for a better world! At JLL, we see a Brighter Way forward for our clients, our people, our planet, and our communities. With over 200 years of real estate experience, we are, and always have been, in continual pursuit of brighter ways of working.

JLL is an industry leader in property with a global reach. With a growing presence in the Residential space across 21 properties and 4000 apartments in Queensland, we are an expanding business and rapidly growing our portfolio and your career opportunity!

What this job involves: We've got an opportunity for an Assistant Building Manager to join our team onsite in South Brisbane. In the role, you will ensure the residential portfolio is kept up to high standards, including ensuring that maintenance is organised according to schedules and common areas are kept up to standards.

A snapshot of the role:

Meeting the requirements of the Body Corporate Caretaking Agreements and working within all relevant legislation Assist with Building Management Reports Assist with ensuring that building procedures are maintained onsite; alongside maintaining up to date documentation and compliance Assist with ensuring there is open and ongoing communication with all stakeholders of the property Sound like you? This is what we're looking for: A technical understanding of building construction trades, defects, maintenance, and tender service contracts Strong administrative skills focused on professionally written

communication, highly organised, strategic planning, resourceful, and close attention to detail Intermediate Microsoft Office skills - Outlook, Excel, Word, and being adept in technology What you can expect from us: As an organisation, we don't just accept that we are a place of many different people, but we embrace it, we celebrate it, and we proactively support the needs that difference brings. JLL is committed to equal opportunity and building an inclusive workplace. This is why, for more than a decade, we continue to rank among the World's Most Ethical Companies. We support applications from all underrepresented groups, including Aboriginal and Torres Strait Islanders, LGBT+, people with disability and people of all age, religions and race. We are dedicated to offering veterans from all ranks and services a successful civilian career as they transition out of the military. We recognise and appreciate the skills acquired in their service careers as vital and transferable to our workforce.

We value your health and wellbeing which is why we are excited to announce a whole raft of new benefits through our WHEREFIT partnership! WHEREFIT provides you with access to exclusive corporate discounts of up to 40% off at leading fitness and wellbeing brands across Australia. With over 2,000 unique offers across gyms, activewear, studios, healthy meals, supplements, accessories, self-care and more, there is something for everyone so you can perform at your best!

Apply today, quoting job reference number JDREQ351976

Please note, although developing relationships with agencies forms a component of the JLL talent acquisition strategy, on this occasion agency submissions will not be accepted.

Location:

On-site –Brisbane, QLD If this job description resonates with you, we encourage you to apply even if you don't meet all of the requirements. We're interested in getting to know you and what you bring to the table!

JLL Privacy Notice Jones Lang LaSalle (JLL), together with its subsidiaries and affiliates, is a leading global provider of real estate and investment management services. We take our responsibility to protect the personal information provided to us seriously. Generally the personal information we collect from you are for the purposes of processing in connection with JLL's recruitment process. We endeavour to keep your personal information secure with appropriate level of security and keep for as long as we need it for legitimate business or legal reasons. We will then delete it safely and securely.

For more information about how JLL processes your personal data, please view our Candidate Privacy Statement .

For additional details please see our career site pages for each country.

For candidates in the United States, please see a full copy of our Equal Employment Opportunity and Affirmative Action policy here .

Jones Lang LaSalle (JLL) is an Equal Opportunity Employer and is committed to working with and providing reasonable accommodations to individuals with disabilities. If you need a reasonable accommodation because of a disability for any part of the employment process – including the online application and/or overall selection process – you may contact us at Accommodation Requests . This email is only to request an accommodation. Please direct any other general recruiting inquiries to our Contact Us page > I want to work for JLL.

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At JLL, we give you the opportunity, knowledge and tools to own your success, because we value what makes each of us unique. We help our people thrive, grow meaningful careers and find a place where they belong. Together, we strive to be exceptional and shape a better world.

For over 200 years, JLL (NYSE: JLL), a leading global commercial real estate and investment management company, has helped clients buy, build, occupy, manage and invest in a variety of commercial, industrial, hotel, residential and retail properties. A Fortune 500 company with operations in over 80 countries around the world, our employees bring the power of a global platform combined with local expertise. Driven by our purpose to shape the future of real estate for a better world, we help our clients, people and communities SEE A BRIGHTER WAYSM. JLL is the brand name, and a registered trademark, of Jones Lang LaSalle Incorporated. For further information, visit jll.com .

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