

Residential Property Manager

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Company: Frasers Property Australia

Location: Brisbane City

Category: other-general

At Frasers Property Australia (FPA), we believe in offering industry-leading benefits that go beyond the ordinary: 18 weeks paid parental leave. Paid super up to 12 months. 4 weeks paid partner leave. 2 weeks purchased additional leave. Flexible work arrangements for most roles. 50% discount off room rates & 20% off food & beverage at our serviced apartments & hotels globally. Pre-market sale access, 5% deposit & discounts for Frasers residential properties. Dedicated learning & development programs. State-of-the-art modern office facilities. Our leading workplace culture is well recognised: WGEA "Employer of Choice for Gender Equality", UDIA and PCA awards in diversity & inclusion, AFR's "BOSS Best Places to Work" winner. The opportunity: Our Property Management line of business are currently seeking an experienced Property Manager to join the team. While our head office is based in West End, this role will be managing our Western Suburbs portfolio so only requires office presence 1 day per week, with onsite parking for office days. Reporting to the Customer Care Manager, our property management team is well supported and you will have plenty of assistance with the administrative tasks to enable you to focus on relationships and driving the success of the portfolio. Responsibilities: As the successful applicant, this role will see your responsibilities include: Communicate with key stakeholders. Drive growth in the portfolio through outstanding service to Asset Owners. Develop & manage relationships with Asset Owners, tenants, & other business areas. Manage all relevant documentation such as leases, authorities, etc. Coordinate the provision of property management marketing material. Prepare monthly reporting and provide recommendations on rent reviews, lease renewals, leasing, & tenant negotiations, etc. Respond to maintenance

requests & coordinating maintenance contractors
Call maintenance tenders, selecting service providers, & advising on implementing quality procedures
Requirements
You may have all or some of the following skills & experience:
Previous experience in Residential Property Management
Proficiency in Property Tree, IRE, Inspection Express is desirable but not essential
Ability to be a self-starter & work autonomously
Ability to handle pressure & multi-task
A genuine passion for excellent customer service
About working for Frasers Property Australia
From the iconic vertical gardens of Sydney's Central Park to the world's most sustainable shopping centre at Burwood Brickworks in Melbourne, and Australia's answer to Silicon Valley at Central Place Sydney, Frasers Property Australia creates sustainable places which unite people for a better future.
Our operations cover residential, build-to-rent, commercial and retail development, we own and manage investment property, and provide property and asset management services. With a focus on place-making and community building, we've built over 140,000 homes for Australians.
Frasers Property Australia is an Australian division of Frasers Property Limited, a multi-national real estate company with operations in 70 cities across 20 countries. We employ over 700 people nationally.
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