



Property Manager

RayWhite

We are a small team committed to providing the very best in customer service. At Ray White Wodonga our ambition is clear; be the most trusted source of Real Estate in town.

Life is short, Work somewhere awesome!

As our business grows so does our need for dedicated local staff. We have a position available for a full-time Property Manager.

Job Responsibilities:

- Managing a portfolio of rental properties
- Handling maintenance and repairs
- Conducting Rent reviews and Lease reviews
- Liaising with Landlords, Tenants & Contractors on a daily basis
- Conducting thorough ingoing and outgoing property inspections
- Conducting regular routine inspections and providing feedback to landlords
- Handling all property enquiries and arranging property showings for prospective tenants
- Thoroughly processing tenancy applications
- Conducting lease sign-up meetings with approved applicants clearly explaining responsibilities and expectations to tenants
- Entering invoices for payment
- Covering for reception when required.

Requirements:

- Property Management experience is preferred but not essential as training can be provided
- If you do not already hold a Victorian Agents' Representative certificate you will be required to gain one
- Valid drivers licence
- Excellent time management skills
- Strong written and verbal communication skills
- Ability to build rapport with clients
- Strong computer knowledge, ideally with experience using Google Mail, Google Drive and Google Docs

A work car will be provided and Salary will be negotiated with the successful candidate.

If you think you'd be a good fit for our dedicated and energetic team email your resume to:

wodonga.vic@raywhite.com

Alternatively, you can call **Fran Wernert** on 0419 344 747 for a confidential chat.