

PROPERTY OFFICER/ASSOCIATE

We're offering the right candidate the opportunity to commence or continue on their path to becoming a Property Manager. The ideal person for this role will be one who has excellent potential, with demonstrated capabilities in relation to communication, reception/customer service and preferably but not necessarily in a similar role.

You will provide back up to our Receptionist and support to the Property Managers by way of coordinating web advertising, property inspections and other duties as required. This is a pathway to acquiring the fundamental knowledge and skills to progress to a Property Manager; which has just occurred and resulted in this vacancy.

Leah Jay is an industry leader and multiple recipient of the NSW Awards for Excellence. Your role is a crucial part of ensuring we continue to deliver superior service to our clients. In return you will receive excellent support and training from highly experienced and friendly professionals.

The essential attributes and skills you need to succeed in this role include:

- Exceptional customer service
- Effective written and verbal communication skills
- Reception (or similar front of office) experience
- Advanced computer and word processing
- Excellent presentation
- Superior attention to detail
- Certificate of Registration
- A genuine eagerness to learn and develop to your maximum potential
- The flexibility and attitude to work as part of a team

Desirable:

- Experience in a similar role
- Knowledge of local area

Please send your application and resume to:

The Manager PO Box 106 Hamilton 2303

or email staffing@leahjay.com.au