

## PROPERTY MANAGER

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**Ouwens Casserly Real Estate** is Australia's fastest growing independent residential property firm - our success is borne of culture, professionalism and a genuine desire to help people reach their goals through property. Due to business growth, an exciting opportunity is available to join our successful marketing team part-time, in the role of Brand Manager.

As a result of business growth, an opportunity exists for an experienced Property Manager to join the team on a full-time basis. In this position, you will manage your own portfolio of properties, maintaining strong tenant and landlord relationships and ensuring adequate and timely maintenance of properties.

### Key responsibilities include:

- Leasing properties
- Liaising and building relationships with landlords and tenants
- Arrears management and control
- Ingoing and outgoing inspections
- Attending tribunal hearings when required
- Managing repairs and maintenance
- Conducting follow up inspections and final inspections as required
- Establishing competitive rental rates by conducting market research on local rates and relevant overhead costs

### To be considered for this opportunity, you will have:

- A current property management license (essential)
- A current drivers' license and reliable vehicle (essential)
- Demonstrable experience in Property Management, managing a portfolio
- Proficient computer skills including Microsoft Office
- Experience working with a CRM system (desirable)
- Enthusiasm with a thirst for knowledge
- Exceptional communication skills
- Exceptional attention to detail, organisation and time management skills
- Ability to carry out duties autonomously and work effectively in a team environment

As an industry leader, Ouwens Casserly requires the successful candidate to have the ability to engage and connect with the company vision and reflect the company values of Authenticity, Optimism, Passion and Precision. In return you will be provided with a fun, results and team focused culture to work in with attractive benefits.

Please send your application to Simone de Laine, People and Culture Manager - [careers@ocre.com.au](mailto:careers@ocre.com.au) by 5<sup>th</sup> February 2020.