



Property Manager | Industrial

Hays • Melbourne CBD VIC



Base pay

\$85,000 - \$90,000



Work type

Full time



Contract type

Permanent

Job details



Date posted

04 Mar 2022



Expiring date

04 Mar 2023



Category

Property & Real Estate



Occupation

Property & Asset Management



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Contract type

Permanent



Work type

Full time



Job mode

Standard/Business Hours

Full job description

Your new company

Fantastic opportunity to join a national investment & development organisation who specialise purely in the industrial sector. This company over the last few years have gone from strength to strength with a truly unique offering for their investors, which has allowed them to expand both their portfolio and team nationally. With continued growth, a newly created position has become available for an experienced Property Manager to join their team.

Your new role

As the Property Manager you will be responsible for managing circa 20 industrial assets located in Victoria. Your role will entail the following responsibilities:

- Set up Properties and Tenants/Owners details in the database
- Co-ordinate building maintenance contracts
- Organise daily R&M; lodge work orders based on Tenant/Owner requirements
- Tenant invoicing and monitoring Tenant payments
- Maintain accurate Tenant & Client databases
- Tenancy info updates/admin – follow up on Tenant insurance policies and rent reviews
- Prepare letters to Tenants and Owners where needed
- Complete property inspections and reports as and when required
- Assist Director as requested
- Prepare monthly client reports
- Monitor and actively pursue rental arrears
- Implement Rent Review's (Market, Fixed and CPI)
- Liaise with contractors, tenants, owners as required.

- General Administration, filing and assistance as required
- Other duties as reasonably required to facilitate your role as commercial property manager

What you'll need to succeed

- Minimum of two (2) years' experience as a Commercial Property Manager (office, retail or industrial experience is suitable)
- Candidates looking to step up from an Assistant role within the commercial sector are also encouraged to apply
- Thorough understanding of Commercial Real Estate legislation
- Experienced in managing Covid rent relief requests
- Ability to work both within a team and autonomously
- Strong financial acumen and attention to detail
- Your own vehicle and valid drivers licence

What you'll get in return

- \$85k - \$90k + Super (commensurate with experience)
- Work in a diverse role and gain exposure to high quality assets
- Deal with institutional stakeholders
- Career progression opportunities to Asset Management
- Work alongside highly experienced property professionals who will take the time in upskilling you
- Opportunity to develop a strategic approach to property
- Office located in the inner north/west
- Parking on-site
- WFH flexibility

What you need to do now

If you're interested in this role, click 'apply now' to forward an up-to-date copy of your CV, or call Theo Georgakopoulos on 0401 880 362 or email theo.georgakopoulos@hays.com.au for further information.

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