

## ASSISTANT 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.

The Assistant Property Manager supports the daily operations of the property management team by providing administrative and out of office support within their allocated portfolios.

Key responsibilities include:

- Conduct open inspections
- Process application forms
- Handle email and phone queries regarding available rental properties and processing applications
- Complete detailed and precise ingoing inspection reports
- Conduct routine inspections when routine inspectors unavailable
- Advertise properties
- Complete daily rent arrears
- Complete weekly water arrears
- Handle tenant enquiries via both email and telephone
- General administrative duties including; online checklist completion, filing, scanning of documents and drawing up of lease agreements and lease renewals
- Provide additional support to Property Managers as required

Key qualifications & experience include:

- A current Property Management license (essential)
- A current drivers' license and reliable vehicle (essential)
- Administration and customer service experience (real estate industry desirable)
- Proficient computer skills including Microsoft Office
- Experience working with a CRM system (desirable)
- A passion for real estate
- Outstanding presentation and 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 results and team focused culture to work in, with industry training and career development opportunities.

Please send your application to Astrid Hogg, People & Culture Coordinator - [careers@ocre.com.au](mailto:careers@ocre.com.au) by Friday 12th March 2021.