

## **Reuben Real Estate - Position – Property Manager**

A new and exciting position has become available at Reuben Real Estate. Located in Sydney's growing North West the vacancy of a Property Manager is looking for a successful candidate to fill the position. Based in Rouse Hill, we are looking for a candidate that can grow the business rent roll organically.

You will report directly to the Licensee in Charge. The ideal candidate will be a person that is well presented and has excellent communication skills both written and verbal. This is an exciting opportunity to show your skills in this area, starting on a fresh slate and to excel in the position. There will be future opportunities to grow with the business as the business grows and expands.

You may be required to work the occasional Saturday, however time in lieu will be given through the week.

### **The Role**

- You will be responsible for organically growing the rent roll of the business,
- Effectively liaise with landlords, tenants and other business stakeholders,
- Conduct open for inspection property viewings,
- Managing tenant applications and reference checking,
- Preparing and managing all lease agreements,
- Organise routine, ingoing and outgoing inspections,
- Arrange for property repairs and maintenance,
- Arrears management,
- Maintaining the property database,
- Making recommendations for rental increases and lease renewals,
- Attend tribunal hearings as required from time to time,
- Ensure that the businesses KPI's and your own KPI's are being reached.
- Other duties that are directed from time to time.

### **Key Requirements**

To be successful in this position you must have,

- At least 2 years' experience as a property manager,
- Be the holder of a current Certificate of Registration or Real Estate Licence,
- Have a sound understanding of the Property, Stock and Business Agents ACT 2002 and Regulations 2003; and the Residential Tenancy ACT NSW 2010,
- A driver's licence in NSW,
- A reliable car,
- You will be able to demonstrate your strong customer focus,
- Local knowledge would be ideal; however, it is not a necessity,

To apply, please email your cover letter and resume to [careers@reubenrealestate.com.au](mailto:careers@reubenrealestate.com.au)

Applications for this position close Wednesday 30<sup>th</sup> May 2018.

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