



<https://noonan.com.au/career-jobs/420534/>

Senior Property Manager

Description

We are seeking an experienced and highly motivated Senior Property Manager to join our dynamic team. The ideal candidate will have a proven track record in property management, exceptional leadership skills, and a strong ability to handle a portfolio of residential, commercial, or mixed-use properties. This role involves overseeing the day-to-day operations, maintaining excellent client and tenant relationships, and ensuring the properties are well-maintained and profitable.

Responsibilities

Key Responsibilities

Portfolio Management:

Oversee a portfolio of properties, ensuring optimal performance, tenant satisfaction, and compliance with relevant regulations.

Tenant Relations:

Build and maintain strong relationships with tenants, addressing concerns and resolving issues in a timely and professional manner.

Maintenance Oversight:

Coordinate property maintenance, repairs, and renovations, ensuring high standards and cost-effectiveness.

Financial Management:

Prepare budgets, manage expenses, and ensure timely collection of rent and other receivables. Analyze financial performance and report to stakeholders.

Compliance:

Ensure all properties meet legal requirements, including health and safety regulations, leasing agreements, and local property laws.

Team Leadership:

Lead and mentor property management staff, fostering a positive and productive work environment.

Client Liaison:

Act as the main point of contact for property owners, providing regular updates and addressing concerns regarding their assets.

Market Awareness:

Stay updated on market trends, property values, and competitor activity to make informed recommendations and decisions.

Qualifications

Minimum 5–7 years of property management experience, with at least 2 years in a senior or leadership role.

Strong knowledge of property management systems, laws, and regulations.

Demonstrated ability to manage budgets and financial performance.

Hiring organization

Noonan Real Estate Agency

Employment Type

Full-time

Job Location

31, 2223, Mortdale, NSW, Australia

Date posted

January 21, 2025

Excellent interpersonal and communication skills for tenant and client interactions.
Strong problem-solving and decision-making abilities.
Proven leadership and team management experience.
Relevant qualifications in property management, real estate, or a related field.

Job Benefits

A competitive salary package.
Opportunities for professional development and career advancement.
A collaborative and supportive work environment.
The chance to work with a reputable company that values excellence and innovation.

Contacts

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