



Property Solutions Manager/Office Administrator

We are seeking a highly motivated individual to add to our expanding award-winning team. This is an opportunity for a self-motivated and experienced administrator.

Coorong Realty is part of the Swan Group of companies, which encompasses five business units.

About the role

As the Property Solutions Manager/Office Administrator, you are responsible for:

- Managing the rent roll and workforce accommodation portfolios
- Building and maintaining relationships with Landlords and Tenants
- Business development
- Arrears
- Inspections and reports
- Viewings and open inspections
- Maintenance
- Leasing
- Invoicing
- Document preparation
- Ensure legislation is adhered to
- Trust accounting
- Provide support to the Holiday Rental team with property management tasks
- Prepare tenancy and landlord information packs; and uploading and dissemination of inspection records
- Front reception
- General office duties
- Support to team members and their portfolios of holiday rentals, commercial laundry and property sales.

Working across our two offices in Tailem Bend and Meningie, the role is a fast-paced demanding role, which requires attention to detail and excellent communication and administrative skills.

About you

To succeed in this role, you will need to be enthusiastic with a passion for real estate and customer service. You will enjoy being part of a very busy environment. The ability to converse and be empathetic while managing a busy flow of phone calls and email. You will have strong communication and interpersonal skills and should be comfortable working with a team of busy professionals.



About us

We are a connected community of courageous and passionate people. We are an award-winning family owned business operating a real estate business across the Coorong Region.

We offer services in sales, property management, workforce property management, commercial real estate, storage units, holiday rentals and commercial laundry services.

We serve our community by supporting life changing decisions.

The Swan Group is a family owned company with a clear understanding of its values to provide our clients solutions for their future. Our team members live our agreed values:

- **Professional.** We are industry leaders and deliver quality results.
- **Courageous.** We are confident decision makers.
- **Accountable.** We take responsibility.
- **One team.** We have genuine conversations and work together.
- **Healthy relationships.** We build respectful and supportive relationships.
- **Family & communities.** We invest in our family and communities.

Enquiries

If you have the above qualities, we'd love to hear from you via email by submitting a cover letter, resume and addressing the essential and desirable attributes. You can always call Adam for a confidential chat.

Please contact Adam Hurle, General Manager to obtain a copy of the Role Description. Applicants should address the attributes criteria contained in the Role Description as part of the application, which should include a cover letter and resume. Remuneration and hours will be negotiated based on experience, qualifications and your availability.

Adam Hurle, General Manager
Phone 0439 545 193
Email adam@coorongrealty.com.au



ROLE DESCRIPTION

JOB TITLE: Property Solutions Manager/Office Administrator

EMPLOYMENT PERIOD: Full time

AWARD: Real Estate Industry Award

DATE: June 2024

This role reports to:

- General Manager

Reporting to this role:

- Nil

Primary purpose of the role

- Provide high end property management across the residential, commercial and workforce property management portfolio.
- Provide office administration to support the Agency and team members.

Outcomes

- Ensure all aspects of property management are maintained across the portfolio.
- Continuous stakeholder communication (Landlords and Tenants) to ensure mitigation of risk.
- Maintenance organisation across the portfolio.
- Provide accurate reporting to Landlords.
- Ensure business and record keeping systems are kept up to date to ensure legislative compliance.
- Provide efficient administration duties to ensure stakeholder and client satisfaction across the Agency.

Essential Attributes (Knowledge/Skills/Experience)

- Demonstrated experience and computer skills, including the Microsoft Office suite of programs.
- Strong communications skills, both verbal and written.



- Excellent negotiator.
- Excellent problem-solving skills to ensure client satisfaction.
- Demonstrated ability to plan and prioritise tasks within a set timeframe.
- Ability to forge relationships, engage others and maintain effective networks.
- Ability to work autonomously or within a team.
- Current drivers' license.
- Current National Criminal History Check (or willingness to obtain).
- Property Management Registration (South Australia) or willingness to obtain.

Desirable Attributes

- Experience with cloud-based computer systems.
- Experience with Apple iPhone/iPad products.
- Experience with, or a Property Management qualification.