

Retail Property Manager

Hays • Sydney CBD NSW



Base pay

\$90,000 - \$130,000 / hr



Work type

Full time



Contract type

Temporary

Job details



Date posted

30 Jul 2021



Expired On

30 Jul 2022



Category

Property & Real Estate



Occupation

Property Development



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\$90,000 - \$130,000 /hr



Contract type

Temporary



Work type

Full time

Full job description

We have a new opportunity for a Retail Manager to join a major Financial institution in Sydney CBD and overlook the Property Management functions of National retail assets on a permanent basis.

The role is full-time Mon-Fri with a flexible hybrid work from home/office arrangement and to start immediately. Role will report to the National Property Manager. Salary between 100-130k + Super + bonuses.

Key elements of the role:

- Monitor and control portfolio management performance against plan, budget, service level agreements, key performance indicators and project specifications.
- Develop effective communication and client relationship structures that lead to improved client relationships
- To monitor rent review dates, action rent increases, issue notices
- Prepare accurate budgets annually on a property by property basis in prescribed format

Your Skills and Experience:

- Minimum 2 years experience within retail property management discipline;
- Proven experience managing high volume outcomes;
- Exceptional customer service and problem solving skills
- Exceptional verbal and written communication skills.
- Ability to work with minimal supervision
- Preferred tertiary qualifications in a related property business preferred such as Property/Land Economics or FM related disciplines,
- Intermediate MS Office skills (Outlook, Word, PowerPoint, Excel) is essential

To apply, please directly send a copy of your CV in WORD format to stella.anton@hays.com.au or click on "apply now"

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