**ASSISTANT PROPERTY MANAGER**

Real Estate Central is seeking an Assistant Property Manager to work alongside a Senior Property Manager.

Real Estate Central is a long established agency with a fresh and dynamic approach to real estate. We believe that the people that work in our agency are the key to our success. The business of real estate is more to us than just property. At Real Estate Central, it's about people. We believe in fostering nurturing relationships and creating lifelong clients.

We want to provide an outstanding customer focused experience for our clients. We like to enjoy our work and think outside of the box. We are a young and energetic office focused with the emphasis of maximising our clients' investment properties. Work alongside some of the very best within the Darwin Real Estate Industry and secure a great career progressing towards becoming a Senior Property Manager.

**Tasks and Responsibilities include:**

* Repairs and maintenance
* Assist with the overflow in showing of available rental properties where required
* ​Assist with the management of rental arrears
* ​Conducting routine inspections
* ​Liaising with existing landlord and tenants and provide exceptional customer service experience
* ​Build new relationships and grow the portfolio
* Manage a diverse and completely maintained portfolio supported by a Senior Property Manager

**Skills and Experience:**

* Minimum of interim license required
* Personal transportation and current drivers licence
* Well-spoken and motivated
* Meticulous attention to detail
* Excellent time management skills
* An ability to juggle multiple deadlines
* Knowledge of REST computer software

**Application Criteria:**

* High level of energy, enthusiasm and a great attitude
* Impeccable presentation
* Honest and reliable

If you are interested in joining our amazing team, please send through your resume and cover letter to Michelle Kershaw via michelle.kershaw@recentral.com.au