

Residential Property Manager - Balwyn North office

Fletchers, one of Melbourne's leading real estate firms, is seeking a Property Manager to fill a **9-12 month contract maternity cover role** for our Balwyn North office.

Working in a progressive structure with specialised roles, you will be working in a team environment where you are supported by a Management team, a Business Development team, Trust and Administration, Inspections Consultants, Maintenance Coordinators and Saturday Inspection Hosts. Together we deliver exceptional Property Management service to our clients.

With industry-leading technology including Airtable, PropertyMe, Inspection Express, Snug & Tapi; you can see why we are driven change makers.

Your working week is from Monday to Friday, **with the flexibility to be able to work from home 2 days per week.**

To be successful in the role you will:

- **Have minimum 1 – 2 years' experience as a property manager**
- Demonstrate excellent organisational, negotiation and analytical skills including being proactive, efficient and having an eye for detail.
- Be able to follow process, both theory and practice
- Have an understanding of residential real estate
- A valid Agent's representative certificate
- A Drivers licence and reliable vehicle

Some of the many great reasons to make Fletchers your professional home:

- We employ Inspection Hosts for Saturday inspections, no Saturday work for you
- Our culture is focused on creating a positive employee and customer experience
- Our team is a pleasure to work with, we only employ nice people
- Our leadership team is professional, approachable and have an open door policy
- Fletchers was established in 1919 so we know what it takes to succeed

How to apply:

Interested candidates should express interest by sending a resume and a cover letter to patricia.grados@fletchers.net.au, explaining why you are the best person for the job.