

## Elders Real Estate Griffith - Assistant Property Manager

- Competitive salary + opportunity for annual incentive
- Being able to work and learn amongst some of the best experts in the industry
- Flexibility + access to professional development
- Opportunities to progress and manage your own portfolio

### ABOUT THE ROLE

Kick start your career in Property Management today. Assist our Property Managers to look after a portfolio of properties and generate portfolio growth through client relationships and cultivating new opportunities. With the help from the Property Management team, you will be supported to learn and grow your career.

### WHAT WILL I DO?

As an Assistant Property Manager you will support the property management team with the day to day duties.

- Building and maintaining client relationships to understand their current & future needs
- Identifying and cultivating new opportunities for new and existing clients' investments
- Carrying out routine property inspections
- Managing repairs and maintenance
- Supporting the property management team
- Preparation of necessary documents for new and existing landlords and tenants
- Working with the Elders team to allow clients to explore new innovative opportunities

### WHO AM I?

To succeed at Elders, you:

- Have a desire to turn Real Estate into a career
- Previous Real Estate experience is ideal however not essential
- Have Industry experience within the local area of Griffith
- Possess an understanding of Residential Tenancy Legislation
- Hold a current driver's licence and reliable vehicle
- Have excellent communication, negotiation and client relationship skills
- Have a keen eye for detail
- Are a team player who is enthusiastic, energetic and highly organised with good time management skills
- Are smart, resourceful, forward thinking and embrace technology

### WHAT WILL I GET IN RETURN?

We will provide you with:

- Training and professional development
- Leave for all of life's reasons (annual, paid parental, personal leave)
- Access to an expansive network of real estate specialists to draw upon

We invest in our staff to ensure everyone who joins Elders is set up to succeed, from training and conferences to industry experts well within your reach offering support and guidance. When you join the Elders team, you have the backing of an iconic Australian real estate brand and a team of passionate individuals supporting and challenging you on your journey.

For a greater insight into the Elders family, be sure to check out our websites at [www.eldersrealestate.com.au](http://www.eldersrealestate.com.au) and [www.eldersgriffith.com.au](http://www.eldersgriffith.com.au)

Apply now for this unique opportunity or for more information please contact [admin@eldersgriffith.com](mailto:admin@eldersgriffith.com)

**Applications will stay open until further notice.**