

PROPERTY OFFICER (FULLTIME, 12 MONTHS CONTRACT)

Founded in 1866 by Saint Mary MacKillop and Fr Julian Tenison Woods, the Sisters of Saint Joseph of the Sacred Heart operates as a registered charity with central offices in Sydney, regional offices across Australia and offices in New Zealand and Ireland and a presence in some other countries.

We seek a fulltime Property Officer to join us on a 12-month contract. This position supports the Congregational Property Manager and key stakeholders to ensure an effective management of our Property and Facilities Portfolio. The role is based in North Sydney and, after the initial induction period, there will be an opportunity to partially work from home.

If you have three to five years' experience in a property administration/support role, have a good understanding of the Residential Tenancy Act, Strata and other property related legislation as well as solid Excel skills, then this role may be for you.

KEY RESPONSIBILITIES:

- Assist in preparing and executing new and existing lease agreements, rent negotiations and reviews
- Liaise with external agents, legal advisors, valuers, project managers, planners and lessees to ensure efficient day to day operation of the Property department.
- Maintain lease renewals, expiries and rent reviews
- Coordinate preventative and planned maintenance work
- Undertake regular inspections and make recommendations and suggestions about specific maintenance/refurbishment requirements.
- Manage rental payments
- Manage and assist with reviews of all maintenance contracts for commercial and residential properties
- Review invoices for properties' expenses, confirming that services/goods have been received and accurately allocated a general ledger code.
- Administer and maintain property data

ESSENTIAL SKILLS AND EXPERIENCE (SELECTION CRITERIA):

- A minimum of three years demonstrated work experience in the property sector, ideally with different property classes, agreements and ownership types
- Certificate of Registration in Real Estate (desirable)
- Excellent understanding and knowledge of Residential Tenancy Act and Strata Legislation as well as Federal and state requirements including legal requirements, property management processes and WHS legislation
- Proficiency in Microsoft Suite, particularly intermediate Excel skills.
- Excellent written and verbal communication skills
- High attention to detail and excellent level of organisational skills
- Demonstrated ability to maintain confidentiality
- Ability to work independently and as part of a team

We value, respect and are committed to the safety of all people. We have a zero tolerance for adult and child abuse or mistreatment. Applicants are encouraged to read our Adult and Child Safeguarding Commitment Statement which is contained on our website under the heading of 'Safeguarding'

Successful applicants will be required to consent to a National Criminal History Check and be fully vaccinated as per our Vaccinations Policy.

For further information about the Sisters of Saint Joseph, please visit www.sosj.org.au. For more information about the role, please obtain a position description via hr@sosj.org.au. Applications, which will need to include a cover letter outlining how you meet the selection criteria for this role and a CV (resume), should be submitted via email to hr@sosj.org.au. We will review applications and commence interviewing for this role immediately so candidates are encouraged to submit their application ASAP.