



Property Manager

- Great opportunity to optimize your property management skills working for a leading and rapidly growing national not-for-profit housing provider
- Competitive remuneration & Salary Packaging Options with flexible working arrangements considered
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Join us and share our Vision:

'All people affordably housed in neighborhoods that support life opportunities'

Housing Choices Australia (Housing Choices) is a leading and growing national not-for-profit housing provider. Our goal is to ensure that people are housed in inclusive communities and to create homes that encourage a sense of belonging.

We are one of the largest community housing providers in Australia, with operations in Victoria, South Australia, Tasmania, New South Wales and West Australia. We currently own and/or manage more than 7,000 properties and accommodate over 8500 tenants. HCA has assets nearing \$900 million and more than 250 staff members.

We provide a culture that supports individuals to be their best, with opportunities for personal and career development. We are committed to cultivating an equal, diverse, and inclusive environment for our staff, residents, and stakeholders.

Urban Choices Property is a commercially operated, not-for-profit property management and real estate agency with high level expertise in property management, and National Rental Affordability Scheme (NRAS) compliance, backed by Housing Choices Australia - a leading, national, not-for-profit, property management and community housing enterprise. While Urban Choices is a not-for-profit organisation, our business services are designed to generate a profit - profit that is invested directly into social and affordable housing projects and related initiatives.

Offering competitive and ethical solutions for property investors, both Urban Choices and Housing Choices exist to provide a broad range of sustainable housing solutions to meet the housing needs of vulnerable Australians, particularly those on low incomes and those living with a disability. This allows our clients to have a direct positive social impact by appointing Urban Choices as their Property Manager.

The Opportunity

We are currently looking for a Property Manager based in our Melbourne office to join Urban Choices Property for a 6-month fixed term period.

As the Property Manager you will manage a portfolio of properties, delivering high quality professional property management services to Landlords and Tenants. Carrying out the duties of a Property Manager for a not-for-profit real estate agency you will also assist the Manager/Officer in Effective Control in the delivery of efficient and pro-active property management services including NRAS administration/compliance.

About You

- Demonstrated strong understanding of the property management services
- Experience in managing or assisting with a portfolio of tenancies in the private sector

- Strong understanding of the Victorian Residential Tenancies Act 1997, particularly in dealing with matters involving VCAT
- Understanding of NRAS administration and regulations, particularly the compliance process
- Demonstrated ability in investigating and resolving resident complaints and concerns in a timely and efficient manner.
- Proficient in using REST and Microsoft applications, particularly Word and Excel
- Working towards or the successful completion of the Agents Representative Course
- 'A self-starter with the ability to handle multiple projects simultaneously
- Strong interpersonal skills; confidence to build strong relationships and effectively communicate with staff and stakeholders at all levels.
- Well-developed conceptual, analytical, problem-solving skills and negotiation skills
- Ability to manage conflicting priorities and high work volumes without affecting quality of service delivery.
- Highly developed written and oral communications skills
- Highly developed organizational skills; ability to initiate more efficient ways of working
- Self-motivated and able to work with minimal direction and supervision
- Ability to be flexible and adapt to changing environments and requirements
- Ability to work autonomously and within a team

What we offer in return

- Income protection
- Paid parental leave
- A day off on your birthday
- Flexible working arrangements
- Salary Packaging for living expenses, meal, and entertainment expenses
- Excellent career development opportunities

Please note that it is a requirement of this position that all appointments are made subject to a satisfactory National Police Check conducted by Housing Choices Australia and the successful post holder to.

- *Provide a valid employee Working with Children Check*
- *Agree to comply with Child Safe Environments policies and procedures*
- *Provide a current driver's license and willingness to travel across Housing Choices' locations, as required.*

To find out more about us, the role and the excellent benefits and conditions we offer, please visit our website. Applicants must apply through Seek.com and include a covering letter outlining your suitability for the position as outlined in the position description. A copy of the Position Description is available on HCA website, housingchoices.org.au. For an informal discussion about the role, please contact Marguerite Cokalis – Business Partner People and Culture on 03 8636 9433.

Housing Choices Australia reserves the right to commence recruitment proceedings immediately. This opportunity is only open to candidates with appropriate legal working rights within Australia. Housing Choices recognises the benefits of a diverse workforce, we celebrate and respect our people's differences and are committed to being inclusive. We strongly encourage Aboriginal Australians to apply.

Applications Close: Monday 23 August 2021