



157-163 Kingaroy Street, Kingaroy & 82 Drayton Street, Nanango
Phone: 4162 4203 Mobile: 0455 565 588
ABN: 23 627 016 835

Are you looking to join a large dynamic real estate agency in picturesque Kingaroy/Nanango?

We are looking for an enthusiastic individual who has been or has a desire to be a Property manager who will be responsible for a portfolio of properties. You will be tasked with all facets of a property management role. The role is supported with an awesome property management assistant to carry out admin-based duties and other tasks. For the successful applicant if you need training to perform the role this will be provided.

The successful applicant will report to Principal/Licensee: Janelle Baisden-Emmett

Main Duties will include but not limited to:

- Liaising with Landlords, Tenants & Contractors.*
- Carrying out Routine, Exit & Entry inspections*
- Carry out signups*
- Conduct viewings*
- Take responsibility to ensure office policies and procedures are adhered to.*

Successful applicants must have(or the ability to gain):

- A current Registration certificate or Real Estate License or the ability to acquire.*
- Be Computer literate.*
- Possess the ability to communicate and provide conflict resolution and handle difficult situations that arise from time to time calmly & effectively*
- The desire to work within the company to build a culture and brand that is professional & respected across the South Burnett, through knowledge, excellent communication skills and commitment.*

To apply for the position or discuss this further, please do not hesitate to contact Janelle on [0455 565 588](tel:0455565588) or email your resume to janelle@fauntandemmett.com.au. Confidentiality is assured.