

OWNERS CORPORATION MANAGER

Rare opportunity for an Owners Corporation Manager to manage a portfolio where you can focus on relationship building and are supported by teams who can take care of budgets, insurance, maintenance, and repairs for you.

YOUR NEW COMPANY

Our client brings a courageous, modern world vision to the world of Owners Corporation Management. We believe that if we truly live it, we lift ourselves beyond the daily ho-hum of simple solving problems and administrative tasks. If we deliver on Inspiring Amazing Life Spaces, we are positively impacting on the lives of everyone living or working in properties we manage.

YOUR NEW ROLE

In this varied role, you will enjoy taking ownership of the overall management of your Owners Corporation Portfolio, consisting of residential, commercial and mixed use buildings.

Your days will mainly consist of relationship building, providing support and expert guidance for the committee and all lot owners alike, coordinating AGM's and committee meetings, overseeing all repairs and maintenance requests, ensuring they are handled within a timely manner by the facility maintenance team.

You will be working alongside a high performing team, where you will be supported by dedicated administration, facilities, finance & insurance teams – allowing you to effectively focus on & improve the customer's experience.

While chairing your AGM's, you will be assisted by a minute taking assistant.

WHAT YOU'LL NEED TO SUCCEED

A hard work ethic with a clear focus on key stakeholder management. You will also require the following:

- Previous experience as an Owners Corporation Manager (Minimum 2 years)
- Ability to thrive in a high performing team.
- Experience handling difficult and complex situations.
- Excellent communication and relationship building skills.
- Sound knowledge of the Owners Corporation Act
- Attention to detail and ability to work under pressure and to short deadlines.
- Excellent organizational and time management skills
- Solid communicator with the ability to create strong relationships and influence external stakeholders.
- Superior problem-solving skills with the ability to manage multiple stakeholders.

