

Property Manager

Not-For-Profit Organisation Residential Portfolio

Our client is a significant not-for-profit organisation that has a portfolio of residential properties throughout Auckland which enable the provision of homes that provide choice, affordability and happiness for people with disabilities. This is an excellent opportunity to work alongside the General Manager playing an integral part in managing these assets and fulfilling the social outcomes of the organisation.

This is a hands-on property role working within a team environment providing a comprehensive residential property management service with a key emphasis on effective relationship management with tenants ensuring that the vision, values and goals of the organisation are met and exceeded. The core functions will be to ensure all property assets are maintained in a good and safe condition and that all residences are fit for purpose. This will include tenancing of vacant properties ensuring adherence to property agreements and compliance to statutory requirements, conducting rent reviews, tenancy renewals, debt management, inspections, tenancy mediation and tribunal hearings. Working with the Facilities Manager around the coordination of capital works projects, maintenance requests and ensuring that these all comply with relevant legislation will be essential as well as meeting financial and budget goals.

We are seeking an individual for this role with the ability to work with minimal supervision applying good levels of energy and commitment. Outstanding written and oral communication skills are essential with good negotiating abilities and an open and communicative operating style. Property experience from within the residential property sector is essential with a strong working knowledge of the Residential Tenancies Act, the Building Act and the Health and Safety Act. This will ideally suit a Property Manager that enjoys working collaboratively with the ability to take ownership for day to day decisions adopting a "no surprises" and empathetic approach. The position is based in Onehunga and the remuneration package is competitive and includes full use of a company car and a fuel card.

Applications will only be accepted through Cook Executive Recruitment. Please write to, or telephone, Rowen Greatbatch or Tim Cook in strictest confidence quoting reference number 2839 or email to recruit@cookexecutive.co.nz or apply online to www.cookexecutive.co.nz



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