

Pacific Link Housing Manager

We need a great Property Manager that would like to work in the community sector for an innovative and effective Central Coast based business

- Role in Property Management at the core of a community service
- Working with the best in a rapidly expanding local business
- Excellent benefits including salary + vehicle + tools of the trade

Our client Pacific Link Housing is one of the premier community housing providers in NSW. Head office is located at Gosford and servicing properties on the Central Coast, Newcastle, Port Stephens, Lake Macquarie and the Hunter. They have high values and are growing a reputation of being a market leader in delivering quality service to their clients.

The Housing Manager is responsible for ensuring delivery of sustainable tenant housing in a timely and professional manner:

- Ensuring social justice is paramount &
- Works with safety of the team and the tenants as a priority

A great Housing Manager works effectively as:

- Tenant contact point - ensuring sound customer relations
- Conducts housing inspections and rent reviews
- Ensuring maintenance requests are submitted, followed up
- Ensuring all aspects of applications and tenant signups are completed in line with company policy
- Completing all regulatory and internal reporting
- Ensuring all tasks are conducted per policy

This is not your average property management role, you will be dealing with some tenants who may have complex needs and for some people this can be overwhelming - to be successful you will need:

Demonstrated experience in tenancy management of private, public or community housing rental properties or similar experience; practical knowledge of tenancy legislation;

- Ability to effectively relate with sensitivity to people who may have complex issues.
- You need to have experience dealing with matters at NCAT (Tribunal)
- Cert IV in Social Housing or equivalent is desirable but not essential
- True customer focus and ability to walk the fine line between empathy and delivering property management fundamentals
- Ability to work independently but also as part of a strong small group
- Computer literate with MS Office products and well as housing management software
- Drivers Licence is essential

This is a rewarding role that will see you work with people from diverse social backgrounds. You will need to be tolerant yet maintain the company's policies to ensure effective housing management.

Aside from fantastic job satisfaction you will be led by great management! Salary is as per award starting at \$1,149.39 per week + super + company vehicle + phone + iPad.

Working for a not for profit such as this also allows you to increase your take home pay by salary sacrificing into your mortgage or rent. Meaning you pay less tax and could equate to \$4-5K extra in take home pay per year.

We need a great property manager that would like to work in the community sector for an innovative and effective Central Coast based business.

To apply for this role please submit your resume along with a covering letter detailing your motivation to apply for such a challenge by clicking the 'Apply' button below.