

Jabiru Property Services

Support Officer

Part Time – Up to 25hrs with possibility to increase with business needs

Currently this position does not come with housing

Why Join Jabiru Property Services?

Jabiru Property Services is a non-profit organisation providing residential and commercial property services to the town and surrounds. We are locally owned by Mirarr traditional owners.

We're looking for an additional person to join our fun and friendly team. The role will see you involved in all aspects of property management, along with full training and a hands-on support system to ensure you succeed.

What You Can Look Forward to When You Join Our Team:

- A career where every interaction has the potential to positively impact someone's future.
- A team of fun and passionate professionals.
- A workplace culture that values inclusivity, collaboration, and continuous growth.

What We're Looking For:

We're searching for a dedicated professional who thrives in a dynamic environment. You'll bring:

- An understanding of Residential Tenancy legislation and property management processes.
- Willingness to undertake REINT Interim course + Cert IV
- Exceptional communication and interpersonal skills to engage with tenants and stakeholders.
- Strong organisational and time management skills
- Proficiency in Microsoft Office (Word, Excel, Outlook) and databases
- National Police Clearance and Drivers Licence (essential)

Responsibilities:

- Scheduling inspections through Property Tree, Inspection Manager and Inspection Express
- Conduct ongoing, routine and exit inspections with detailed reports
- Identify and coordinate maintenance requests and liaise with contractors
- Handling general and property related enquiries and administrative tasks
- Additional tasks as required

Interested? Let's Talk!

For a confidential discussion, please contact Rob - 0455 559 695 or Lauren – 0499 037 620. If you'd like to understand the role in more detail. We welcome applications from all community members, including Aboriginal and Torres Strait Islander peoples, culturally diverse backgrounds and mature-aged individuals. If you're inspired to make a difference and think this role is right for you, apply now!