civium

Civium Property Group is seeking an administrative guru to join the maintenance support team in our Sydney (North Strathfield) office.

Key responsibilities for this role include, but are not limited to:

- Maintain communication and relationships with key clients, primarily developers, builders, agents, solicitors, and other consultants.
- Work closely and in co-operation with Strata Managers to ensure all maintenance and compliance-related matters are attended to professionally and in a timely manner.
- Arrange and charge for contractors for building works as per required state legislation.
- Provide operational updates on Repairs & Maintenance (R&M) activities as requested from time to time from an Executive Committee, Owner, Tenant, or Strata Manager.
- Assist with the recruitment of suppliers and trades in accordance with company policy and the Corporate Partnership agreements.
- Ensure committee members and strata managers remain informed of the progress and any developments of R&M requests.
- Seek feedback from customers / Executive Committee(s) regarding the level of satisfaction with tradespeople and job completion.
- Handle and attend to the emergency after-hours phone (rostered) and co-ordinate repairs as required.

QUALIFICATIONS/EXPERIENCE:

- **Preference given to candidates with a current *Assistant Agent in Strata Management* registration with the NSW Office of Fair Trading.**
- Experience in a client-facing customer service role in a corporate or office environment required.
- Administrative experience in strata, maintenance, or trade knowledge would be highly regarded however not an essential requirement.
- Proven ability to manage multiple projects and meet required deadlines.
- Sound communication skills, verbal and written.
- Solid computer skills.
- Basic accounting knowledge a bonus.

Please email your CV to HR@civium.com.au.

Only short-listed candidates will be contacted.
NO agencies, please.