Not often does an opportunity come along to work in a fantastic environment surrounded by good people. We are seeking a part-time bookkeeper / property manager. Flexible working hours and days are available for 20-30 hours per week.

We are seeking an experienced person to join our small motivated team. The successful applicant must have some basic property management knowledge and end-of-month experience.

To be considered for this role, you will need to demonstrate:
- Console accounting skills (or similar property accounting package)
- Initiative, problem solving skills and a positive outlook
- An ability to work autonomously and manage multiple tasks
- Outstanding communication skills and the confidence to liaise with clients
- Experience in a similar role, preferably in the property industry
- A friendly, responsive and team-oriented attitude to work within a small team
- Hold a current Certificate of Registration in real estate

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