

# SEEKING SMART & ENTHUSIASTIC OFFICE JUNIOR FOR STRATA ADMINISTRATION DUTIES



*Full Time, Monday to Friday + Inner West Location + Invaluable Career Opportunity + Friendly Team & Enjoyable Work Environment*

## About Us

We are a well-respected and modern strata management agency located in Sydney's Inner West. Our extensive portfolio is located throughout Sydney. We are growing and actively looking for new talent to join our team. Get to know us - [www.contipropertygroup.com.au](http://www.contipropertygroup.com.au)

## About You

You are articulate, well-presented and have a keen eye for detail. This administrative role would be ideal for a school leaver or someone seeking an entry level position into the strata management industry.

Training will be provided, however the following attributes will be required;

- A friendly and professional manner
- Strong verbal & written communication skills
- Willingness to learn and ability to pick things up quickly
- Solid computer skills in Word, Excel and Outlook
- Current NSW Driver's License (preferable, but not essential)

Opportunities for career advancement within the team are available to a candidate who demonstrates a work ethic second to none!

Please note, only candidates successful to interview stage will be contacted. We thank you in advance for your time and effort.

We are located at 397 Lyons Road, Five Dock. Please look up our address & make sure you are comfortable with the potential travel time to and from work.

## Interested?

[HR@contipropertygroup.com.au](mailto:HR@contipropertygroup.com.au)

Interviews will be conducted as soon as suitable applications are received.

Kindly email your cover letter and/or resume to [hr@contipropertygroup.com.au](mailto:hr@contipropertygroup.com.au)

For further information, call Caroline on 9716 8686



[www.contipropertygroup.com.au](http://www.contipropertygroup.com.au)

