

Repairs & Maintenance Coordinator – Strata & Property Management Office

- Gosford CBD, Central Coast
- Maternity Leave position (3 months part-time training/6 months full-time position)
- Monday-Friday hours only
- Parking provided
- 10 min walk to train station

A boutique office in the heart of Gosford CBD is seeking a professional & highly organised Repairs & Maintenance Coordinator to join the team for a maternity leave position opening this July/August 2019.

There will be 3 months of part-time hours for training and 6 Months of full-time hours (Monday to Friday).

Duties include, but are not limited to:

- Handling all repairs & maintenance jobs.
- Handling all insurance claims.
- Arrange quotations and repairs & maintenance for works required.
- Email correspondence.
- Liaising with Contractors & owners.
- Data Entry.

To be considered for this role:

- Real Estate/Strata experience preferred but not required.
- Current Certificate of Registration preferred but not required.
- Strong organisational skills are a must for this role.
- Strong written and verbal skills.
- Be a motivated self-starter.
- Ability to manage competing priorities a must.
- Be punctual with meticulous attention to detail.
- Able to work autonomously as well as a team player.

If this sounds like you, please email your enquires and resume to info@ymc123.com.