



## Property Administrator

At The Midfield Group we are committed to the growth and sustainability of our suppliers, our company, customers, and the communities in which we operate as to supply quality Australian products throughout the world.

The Midfield Group is privately owned and operates a true 'Paddock to Plate' experience as we own farms, factories, and distribution as to ensure we retain control of the key elements of the process of getting livestock from paddock to plate.

We have a vacancy for a hands-on permanent part-time Property Administrator to join our team located in Warrnambool, Victoria. This is a new role within the business and may increase to full time hours in time.

### About the role:

- Overseeing all aspects of tenant management
- First point of contact for tenant issues
- Preparing rental and lease agreements
- Following up on lease terminations
- Managing tenant complaints
- Scheduling maintenance on all rental properties
- Organising waste collection and grounds maintenance
- Property damage and recovery
- Conduct routine inspections including end of lease inspections
- Preparing vacant properties for incoming tenants
- General administration tasks
- Maintain appliance and furniture asset register

### About You:

To be considered for this role, you will possess the following:

- Rental Property Experience
- Strong time management and organisational skills including the ability to prioritise
- Problem solving
- Excellent communication and interpersonal skills
- Ability to work autonomously
- Strong administrative skills
- Attention to detail
- Must hold a current Driver's licence

### What we offer:

- Competitive remuneration
- Opportunity for career development
- Staff discounts
- Vehicle allowance or access to fleet vehicle for the role

If you believe you have the skills required for this role, please submit a current resume via email [recruitment@midfield.com.au](mailto:recruitment@midfield.com.au). Please note only shortlisted candidates will be contacted.

**The Midfield Group are proud to be an Equal Opportunity Employer.**