



<b>JOB TITLE</b>	<b>Property Administrator</b>
<b>JOB TYPE</b>	Full Time
<b>LOCATION</b>	Corner Scott St & McMeekin Rd, Warrnambool
<b>REPORTING GROUP</b>	Property Administration

**Job Summary:** Responsible for conducting regular inspections of designated properties, identifying, and reporting non-conformances, and ensuring cleanliness and safety standards are upheld.

The ideal candidate possesses strong attention to detail, effective communication skills, and the ability to prioritise tasks in a dynamic environment, while adhering to prescribed accommodation guidelines and regulations.

**MAIN DUTIES & RESPONSIBILITIES:**

**Operational:**

- Inspect each property (property lists and location to be supplied) on a rotating roster.
- Report and follow up on any non-conformances. Reporting group consists of **Alistair Sharp (Plant Manager), Matt Fisher (Operations Manager), Chuck Liu (HR Liaison) and Mick Williams (HR Manager)**. Keep all in copy via email so all issues are kept visible, and any bigger issues involve **Dean McKenna (General Manager)**.
- Ensure properties are kept clean, neat, and tidy with a focus on communal meals, living and wet areas. Tenants are responsible for laundering their own linen and are expected to maintain clean sleeping quarters.
- Focus on OH&S issues in any accommodation. Smoke alarms are in working order, fire risks are identified, and any safety concerns are addressed straight away.
- Poor hygiene in accommodation can initially be discussed verbally with tenants and emails sent, ongoing or major breaches of hygiene are then cleaned by company cleaners and invoiced to the tenants spread evenly across the affected accommodation residents. No pets in any accommodation.
- HR will need to be involved in any invoice through a deduction form in the applicable tenants' wages.
- Maintenance issues to be filtered to appropriate trades by Operations Manager.
- Cleaning issues can be directed via Midfield Cleaning Manager to the appropriate cleaners.
- Maintain current house and room register of all tenants.
- Liaise with real estate as required on ongoing leases.
- Ensure housing numbers are maintained as outlined, tenants are not to change or swap without notification.
- Liaise with onsite managers at accommodation for any issues.
- Understanding of prescribed accommodation guidelines.
- Monitor the accommodation email thread via Jotform, platform for tenants to communicate any issues that exist.

**Quality & System:**

- Ensure QA systems & procedures are adhered to, and documentation is completed accurately and on time.
- Ensure accurate and timely data is prepared and input to new system (UKG) in relation to accommodation management.

**OHS, Culture and Working Environment:**

- Compliance to all Midfield OHS policies and procedures.
- Ensure sufficient task analyses are completed to carry out work safely.
- Take responsibility for own wellbeing and safe practices.
- Maintain a high level of housekeeping and tidy work practices.
- Ensure Traffic Management plan is adhered to at all times.

**Continuous Improvement:**

- Active member in Continuous Improvement initiatives.

**General:**

- Act in accordance with Midfield Values, Policies and Procedures within the guidelines of the Midfield Group Code of Conduct.
- Attend and contribute effectively to relevant meetings.
- Carry out other duties/projects within skill base and experience both in the workshops and site based in accordance with the needs of the employer.

Note: This position requires periodic travel and may involve working outside of standard business hours as needed.

**QUALIFICATIONS & EXPERIENCE:**

- Experience in a similar role would be preferred.
- A degree or diploma in property management would be desirable but not essential.

**SKILLS:**

- Excellent communication skills, both verbal and written, for effective reporting and correspondence with stakeholders.
- Strong attention to detail and ability to identify and address property-related issues.
- Ability to manage and prioritize multiple tasks in a dynamic environment.
- Proficiency in Microsoft Office for maintaining tenant registers.
- Understanding of real estate leasing processes and regulations.
- Proactive problem-solving skills and ability to work independently while collaborating with team members when necessary.

**BENEFITS:**

- Competitive remuneration, secure employment & advancement opportunities.
- On-site perks such as a canteen, staff discounts, and free parking.