



Property Bookkeeper

Our company is renowned for its successful history within the industry, with more than 60 years in operation. Our proven track record has ensured our reputation exceeds all expectations.

Opportunities to work for a market leader in the Private Property domain do not come around often. Therefore we are looking for an experienced Property Assistant to join our dynamic team. The ideal candidate will be passionate about property administration with an outlook for further growth and career development.

The role will include the following:

- All functions of property administration
- Account payable
- Account Receivable
- Monitor inbox enquiries
- Month end requirements
- Filing and archiving
- Record keeping
- Tenant enquiries
- Dealing with supplier queries
- Assist Property team with ad hoc requirement

To be considered for this role, you will need:

- Minimum 2 years' experience in administration or bookkeeping
- Experience in Property Management
- Advanced skills in Microsoft office packages in particular Excel
- Strong communication skills both verbal and written
- Highly organised, with attention to detail paramount
- Time management and problem solving skills
- Ability to work within a team environment

This role will offer you variety and the perfect platform to launch your career into property management. If you see yourself joining this celebrated family owned company, please submit your application and resume to May Ramos at may@liuzzi.com.au