

# Property Officer

## Common Equity Housing Ltd

Work in a great team to deliver quality asset management services to community housing co-operatives.

- 12 month, full-time contract with potential for extension
- Non-profit housing association
- Great non-taxable benefits including vehicle and collaborative working environment
- Salary from \$66,261pa plus Super with Salary Packaging and Company Vehicle

### Property Officer

Common Equity Housing Ltd (CEHL) is seeking a capable individual to fill a twelve-month contract working in our Asset Services Team based in Richmond.

CEHL is a highly successful provider and developer of affordable housing under a unique co-operative housing model that builds personal and community capacity. An innovative and growing company, we own more than 2,200 properties that are home to over 5,000 people across Victoria.

#### The Role

Reporting to the Asset Services Team Leader, you will work in a team to conduct asset inspections, contract and deliver renewal works, and provide guidance to housing co-operatives across a portfolio of properties.

We are offering flexible, full-time work on a twelve-month contract in a supportive environment where you can make a difference.

#### Who We Are Looking For

We need someone with experience in residential properties who:

- Communicates clearly and respectfully with tenants, contractors, and the team.
- Is well organised and has good administration skills
- Can quickly learn new information technology systems
- Has experience in the building industry or in planning and managing maintenance
- Is able to think creatively to resolve problems, within approved policy and practice

#### Employment Conditions

CEHL operates under an Enterprise Agreement that provides a range of flexible working options including:

- Flexitime ('offset hours')
- Purchased leave (48/52 etc.)
- Part-time arrangements
- Salary packaging options
- Modern office environment in a beautiful part of Richmond
- Salary packaged vehicle with office parking
- A professional, friendly environment

#### To Apply

Please find the full Position Description and selection criteria on [www.cehl.com.au](http://www.cehl.com.au). To apply, e-mail a covering letter with your resume and a statement addressing the Selection Criteria to [employment@cehl.com.au](mailto:employment@cehl.com.au). Applications close at 9am on Monday 23 October 2017. Applications that do not address the key selection criteria in the position description will not be shortlisted.