

EMPLOYMENT OPPORTUNITY

Property Administration Coordinator

- **Location:** MAAS Sales Office, Azure Ave - Southlakes Estate, Dubbo
- **Employment Type:** Permanent Full-Time
- **Remuneration:** Annual Salary, \$50,000 - \$60,000 plus Superannuation*
- **Applications Close:** Sunday, 15 March 2020 – 5:00pm

MAAS Group Properties are selling over 200 lots and will build over 100 brand new homes each year between our Dubbo, Mudgee and Orange residential estate developments, with future expansion into other highly sought-after regional locations. We are a successful and passionate company that is proud to invest in building stronger regional communities, as we too continue to grow and support the strength of regional NSW.

We are a trusted leader in regional property markets and are highly respected by industry experts for our industry experience and knowledge, construction quality, diverse range of projects, and dedication to customer service.

MAAS Group Properties is proudly integrated within MAAS Group Holdings diversified group of companies. Comprising a highly experienced team of over 500 staff, MAAS Group Holdings hold strong market positions in all key operating segments – Construction Materials, Civil Construction and Hire, Underground Services and Equipment, and Real Estate.

MAAS Group Properties are now seeking a dedicated Property Administration Coordinator with experience, energy and enthusiasm to deliver professional front of house administrative services and support to our property teams, clients and stakeholders. You will be supported by one of the regions most diverse property development teams comprising highly skilled and experienced industry professionals.

To join our successful property team, we require a motivated and experienced team member with the following key attributes:

- Preferred industry experience and qualifications in Real Estate, Conveyancing or Finance
- Demonstrated knowledge of property sales transactions and contractual processes
- An excellent communicator that is team and customer focused
- Proficient in Excel and data entry management
- Experienced in core administrative and office management duties
- Professionally presented and able to maintain high professional standards
- High level oral, written, computer literacy and communication skills
- Productive and efficient multi-tasker, with flexible time management skills
- Successful working in a team focused environment, as well as proactively and autonomously
- Willing to continually learn, evolve and adapt with the growth of the company

In return we can offer you an appropriately aligned remuneration package within an energetic, fast-paced, motivating work environment, with significant opportunities to grow professionally.

**The Annual Salary on offer is between \$50,000 - \$60,000 p/yr plus Superannuation, however the final package will be negotiated dependent upon the successful applicant's relevant experience and qualifications.*

To apply, please provide your resume and a covering letter outlining why you would be suitable, and how your knowledge and experience aligns with the key attributes identified for this role.

Applications must be submitted before 5pm, Sunday 15 March 2020, to:

John Grey
Sales and Marketing Manager
Email: johngrey@maasgroup.com.au
Phone: 0438 369 707 (for a confidential discussion)