

Candidate #R-1622

Real Estate Admin & Property Manager Assistant · 5 years experience

Candidate ID: R-1622

Category: Real Estate

Experience: 5 yrs

Location: Manila, Philippine

English: C1

Fee: A\$1,200/mo

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Employer names, personal contact details, and identifying information have been removed.
To arrange a screening call, contact us at adeptstaffing.com.au.

PROFESSIONAL SUMMARY

I'm a real estate admin specialist with five years supporting Australian property management teams and sales agents. I manage listings in PropertyMe and REI Forms, prepare tenancy agreements, coordinate inspections, follow up on arrears, and handle landlord and tenant queries. I'm experienced with Inspection Manager and Console Cloud. I understand the Residential Tenancies Act requirements for NSW and VIC and I complete all tasks with the accuracy that compliance requires.

SKILLS

PropertyMe

Tenancy agreement preparation

Arrears management

Inspection coordination

REI Forms / Console Cloud

WORK EXPERIENCE

Property Manager Assistant

AU real estate agency · 2020-04 – Present

Supported 2 PMs managing 180 residential properties. Handled all admin, lease renewals, and maintenance coordination.

Real Estate Admin

PH property management company · 2019-01 – 2020-03

Managed listings database, drafted agency agreements, and provided admin support to 5 agents.

CERTIFICATIONS

* Certificate IV in Property Services

TAFE NSW · 2021-02 · Verified by Adept