

JUNIOR BODY CORPORATE MANAGER

Resi is where your career will really kick off. The Junior Body Corporate Manager role is a development-focused role to transition you into a role of a Body Corporate Manager **within 6-12 months**.

Without throwing you in the deep end, we support your development through a **tailored training program** over 6-12 months to give you the skills to become our next body corporate manager. With your **curiosity** and **interest in developing skills on influencing and persuading** people, our close-knit team will allow you to flourish and **reach your full potential as a high achiever**.

When you first start at Resi, you will be responsible for:

- Answering phones and general enquiries
- Responding to emails regarding insurance, accounts, and arrears
- Preparing minutes for meetings
- Processing invoices for payment
- Inspections of our properties across metropolitan Melbourne (a car will be necessary for this!)
- Other ad-hoc administrative tasks

Very quickly though, you'll be ready to step up for greater responsibilities and tasks, such as:

- Complex client-facing correspondence (calls and emails)
- Running formal meetings with clients (don't worry, it's supervised at the beginning)
- Full responsibility for your own portfolio of clients and properties

With **over 50+ 5-star Google reviews**, we know how to provide great customer service to owners. It also means that we do things very differently compared to other companies (which is why our owners rave about our service!). This means that you don't need experience in property or real estate to succeed in this role. What's more important is that you have a **background of continuous improvement and self-reflection**, a curiosity and willingness to learn and an open mindset to challenge yourself.

Suite 2046, 44 Lakeview Drive
Scoresby VIC 3179

T 03 9017 5395

E info@resibc.com.au

RESI
BODY CORPORATE

In return, you'll be provided with:

- All the training and development so you can succeed and reach your full potential
- The opportunity to work in a small and passionate team who wants to see you succeed in your career as a body corporate manager
- Free barista-made coffee on Wednesdays, a Moccamaster in the office and loads of team events that celebrate our achievements and accomplishments (*work hard, play hard!*)

All our body corporate managers started in this entry-level position (the world is your oyster here!). Meet the Resi team here: https://youtu.be/RkPR_InIEEE

If you're ready to join the A-team and start your career as a body corporate manager, contact us today on 03 9017 5395 for a confidential conversation on how to apply.

