

BODY CORPORATE MANAGER

Resi is where your career will really kick off. As a young and dynamic strata management company (5+ years), we genuinely care about building relationships with our stakeholders.

Without throwing you in the deep end, we support your development through a **tailored training program** over 1-3 months to give you the skills to manage your own clients. 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**.

Your day-to-day tasks will include:

- Managing inbound communication from clients, and resolving issues proactively as they arise
- Chairing and running annual general meetings via zoom. Meetings are usually held at 5:30pm on weekdays and managers receive time off in lieu
- Preparing budgets and explaining financial statements to owners
- Managing quotes for repairs and maintenance
- Reviewing and managing owners in arrears
- Conducting site inspections of our properties across Metropolitan Melbourne to ensure the property is well-maintained and bringing any issues to owners' attention.

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.

In return, you'll be provided with:

- Flexibility to work from home 2 days a week after 6 months in the role
- 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 and loads of team events that celebrate our achievements and accomplishments

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.

