



## Property Administration Officer

### The Opportunity

An exciting opportunity has arisen to join our team at the Southern Domestic Violence Accommodation Service on a part time basis (.8), initially for a 6 month period, with the possibility of extension. The Property Administration Officer will oversee the coordination and administration of onsite accommodation services and related administration.

### Key accountabilities of the role will include:

- Coordinate property matters for the site including property setups, intakes, lease management, rental payments and property related administration;
- Provide administrative support as required for the site;
- Coordinate Contractors to perform maintenance on site;
- Purchase supplies and equipment for both office and accommodation facilities; and
- Maintain all records and systems relating to accommodation facilities.

### Essential Criteria:

- Understanding and/ or experience with tasks associated with property intakes;
- Strong written and verbal communication skills, and interpersonal skills to maintain cohesive relationships with team and other internal and external stakeholders;
- Sound administration skills, including competency in full MS suite of products;
- Attention to detail, able to plan and manage workload, and operate autonomously; and
- Empathy and understanding for the needs of women and children affected by domestic and family violence.

### Benefits of joining WSSSA

- Level 3, SCHADS Award
- Salary sacrifice options available
- Wellbeing Program

### Applicants Must:

- Hold a current full drivers licence
- Eligible for or currently hold DHS Working with Children check and National Police Clearance

Applications must include a resume and one page cover letter, addressing the Person Specification criteria within the Position Description, which can be found at the WSSSA Website Careers page:

<https://womenssafetyservices.com.au/index.php/about/careers>

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Inquiries can be emailed to [natalies@womenssafety.com.au](mailto:natalies@womenssafety.com.au)

*WSSSA is an Equal Opportunity Employer, committed to building our strengths through a diverse and inclusive workforce.*

*Aboriginal and Torres Strait Islander applicants, applicants of culturally diverse backgrounds, those with disability, and gender diverse applicants are strongly encouraged apply.*