

Junior Strata Manager Neighbourly Strata (Entry Level)

Industry

Trade – Administration

Description



Date posted

September 1, 2025

Closing date

15.09.2025

Job Location

Port Macquarie and surrounding areas

Employment Type

Full-time

Kickstart Your Career in Property

Join a friendly, community-minded team in our **brand new Port Macquarie office** and grow with us from the ground up. We're not looking for experience – just someone eager to learn, grow and be part of a supportive, tight-knit environment.

This is an **entry-level, full-time role** with full training provided. As a **Junior Strata Manager**, you'll be guided by experienced professionals who genuinely care about your success. Our head office team is also on hand to support you as you find your feet and begin managing your own portfolio of local properties.

What Your Day Might Look Like (Once You're Trained Up):

- Help manage and maintain residential buildings and communities.
- Organise repairs and maintenance with trusted local contractors.
- Support and eventually lead owner and committee meetings.
- Keep clear records of financials, budgets, and levies.
- Be a helpful point of contact for residents with questions or concerns.
- Learn how to develop long-term property maintenance plans.

Why Join Us?

- **9-Day Fortnight** – because work-life balance matters.
- **Flexible Working Options** – work from home to suit your lifestyle.
- **Birthday Leave** – your day, your way.
- **Commissions Available** – your effort, rewarded.

- **Ongoing Training** – no experience needed, we'll teach you.
- **New Office in a Great Location** – be part of something new.

We're Looking for Someone Who:

- Experience in Real Estate or Property Management are ideal !
- Has a great attitude and wants to learn.
- Communicates well and enjoys working with people.
- Holds (or is willing to get) a **Certificate of Registration** – we'll cover the cost.
- Has a current driver's licence and access to a car.

Contacts

Ready to make a career move that feels right for you? Apply now with your resume and a short note telling us why you're interested. No lengthy cover letter required – we just want to get to know you.

Or click on the link below:

<https://www.seek.com.au/job/86407101?ref=search-standalone&type=promoted&origin=jobTitle#sol=155a2d0f720c91eab78a8d1b789ff31a0d05e281>

We're excited to meet people who are ready for a fresh start or looking to build a long-term career in property. Interviews will be scheduled for shortlisted candidates.