

**We are now looking for an immediate position:**

**Admin Executive, Property**

**Job Scope:**

- 1. Bill tenants. Responsible for timely collection of rental.**
- 2. Manage operating expenses. Keep cost within budget.**
- 3. Ensure prompt payment to vendors and suppliers.**
- 4. Liaise with tenants and vendors. Resolve any property issues within budget.**
- 5. Assist the leasing team with super effective digital marketing.**

**Experiences & Values Required:**

- 1. Passionate about the job scope above**
- 2. Believes that happiness and fun is the most important part in any job**
- 3. Worked in a property company before (on a similar job scope)**
- 4. Cool, efficient and resourceful in rental collection**
- 5. Must accept and manage individual KPI**
- 6. Some hands-on experience in using accounting software (MYOB)**