Candidate #R-1622

Real Estate Admin & Property Manager Assistant · 5 years experience

Candidate ID: R-1622

Category: Real Estate **Experience:** 5 yrs **Location:** Manila, Philippines **English:** C1 **Fee:** A$1,200/mo

This CV has been anonymised by Adept Staffing Solutions to protect candidate privacy.
Employer names, personal contact details, and identifying information have been removed.
To arrange a screening call, contact us at adeptstaffing.com.au.

PROFESSIONAL SUMMARY

I'm a real estate admin specialist with five years supporting Australian property management teams and sales agents. I manage listings in PropertyMe and REI Forms, prepare tenancy agreements, coordinate inspections, follow up on arrears, and handle landlord and tenant queries. I'm experienced with Inspection Manager and Console Cloud. I understand the Residential Tenancies Act requirements for NSW and VIC and I complete all tasks with the accuracy that compliance requires.

SKILLS

PropertyMe | Tenancy agreement preparation | Arrears management | Inspection coordination | REI Forms / Console Cloud

WORK EXPERIENCE

Property Manager Assistant

AU real estate agency · 2020-04 – Present

Supported 2 PMs managing 180 residential properties. Handled all admin, lease renewals, and maintenance coordination.

Real Estate Admin

PH property management company · 2019-01 – 2020-03

Managed listings database, drafted agency agreements, and provided admin support to 5 agents.

CERTIFICATIONS

* **Certificate IV in Property Services**
  TAFE NSW · 2021-02 · Verified by Adept