

Body Corporate/Strata Administration Assistant

Archers Body Corporate Management is a well established Body Corporate/Strata Management company and industry leader. With offices located throughout Queensland, our primary focus is to offer clients financial assurance, friendly and professional service, effective communication and experience – ensuring that all strata communities are effective and harmonious.

We have an exciting opportunity for an experienced, enthusiastic and motivated candidate to join our Gold Coast team as a Body Corporate Administration Assistant.

Archers offers committed professionals a comprehensive career pathway with promotional opportunities to Executive Management & future equity partner for the right candidate after a suitable tenure.

We pride ourselves on our heavy focus on individually tailored Training and Development opportunities for each staff member. Our focus on education has been formally recognised in the form of the 2013 Strata Community Australia (SCA) - Commitment to Education Award.

To monitor staff development and morale we conduct regular reviews to ensure that all staff are happy and progressing within their career.

Key Requirements:

- Body Corporate industry experience preferred
- Excellent organisational skills;
- Excellent telephone manner;
- Positive attitude;
- Proven computer skills in Microsoft Office;
- Ability to support a team in a busy working environment;
- Willingness to learn; and
- Show professionalism and pride in your personal presentation.

Key Responsibilities:

- Drafting of correspondence and other notices;
- Data entry;
- Mail preparation;
- Filing & archive management;
- Meeting preparation and boardroom maintenance; and
- Provide support to the team as required.

Remuneration will be in line with experience.

Archers offers careers commencing at traineeship level, and progressing to body corporate manager with the eventual goal of equity participation in a professional practice owned and operated by practicing professionals.

Join a firm that does not just talk about professionalism and careers but delivers-

- Professional mentoring and career advice
- Professional training – internal and external
- Equity participation
- Remuneration and bonus scheme that sets the industry standard

Look up our web page now we have opportunities for trainees, intermediate and senior body corporate managers.

We believe in delivering strong service standards and ongoing staff training all within a friendly and professional environment.

Melissa Butwilowsky
PO Box 1191
MOOLOOLABA QLD 4557
melissab@abcm.com.au