



## Property Administrator Part-Time Permanent Position

---

*Penrith Panthers are looking for an enthusiastic and dedicated Administrator to join our busy Maintenance team.*

We have an exciting opportunity available for an energetic and hardworking individual with strong communication and administrative skills to join our friendly Maintenance team two days a week as a Property Administrator. Onsite training will be provided as you partake in a variety of administrative duties within the department. A skilled multi-tasker, you will assist your fellow dedicated team members with your positive can do attitude and organisational abilities. Maintaining a high level of professionalism in everything that you do, you will thrive under pressure and represent our club to the highest of standards.

**Enjoying various tasks, your main duties will include, however are not limited to:**

- Manual and Electronic record keeping;
- Data entry;
- Document filing;
- Liaising with the maintenance team and various other internal and external stakeholders
- Requesting contractor invoices over the phone and;
- General office duties as required.

**To be successful in this role, you will have:**

- Outstanding customer service skills;
- Exceptional communication skills written and highly professional phone manner;
- Basic to intermediate computer skills including competency in Microsoft Office;
- Possess strong attention to detail including accurate and efficient data entry;
- A strong work ethic and ability to work well in a team environment as well as autonomously;
- The ability to learn quickly, display initiative and thrive in a fast paced environment and;
- Previous experience in a busy administration role would be advantageous;

You will be passionate about consistently exceeding customer expectations, highly organised and flexible with the ability to work well under pressure. You are required to be available approximately 2 days a week as required.

If this sounds like the position for you, then please apply now!

The Panthers Group is an Equal Opportunity Employer and encourages indigenous Australians to apply.

---

### **Want to Apply?**

Please send your, Cover Letter and Resume to -  
[employment@panthers.com.au](mailto:employment@panthers.com.au)