



AVAILABLE JOBS

SENIOR PROPERTY MANAGER

JOONDALUP

- 3-4 YEARS EXPERIENCE
- SUPERVISING MID AND JUNIOR STAFF
- PROGRESSIVE COMPANY
- EXCELLENT WORKING CONDITIONS

Quote Ref JG/N/2021

PROPERTY MANAGER WITH TRUST ACCOUNTING

SECRET HARBOUR

- SMALL TEAM
- 2-3 YEARS EXPERIENCE
- TRUST ACCOUNT EXPERIENCE PREFERRED
- FULL TIME POSITION SMALL PORTFOLIO OF 100

Quote Ref JG/N/2012

OFFICE MANAGER/PRACTICE MANAGER

PERTH CBD

- LIAISING WITH CLINICAL MANAGER
- OVERSEEING CLIENT INFORMATION
- STAFF SUPERVISION
- TEMP TO PERM POSITION
-

Quote Ref JG/C/2013



AVAILABLE JOBS

SETTLEMENT CLERK

Joondalup

- Experience with all aspects of conveyancing
- Must have used settlement plus software
- Work unsupervised
- Flexible hours

Quote Ref JG/C/2014

OUTSIDE CLERK

Perth CBD

- Experienced outside clerk
- Good communication skills required
- General administration duties
- Working to deadlines

Quote Ref JG/C/1106

ADMINISTRATOR WITH TECHNICAL SKILLS

CLARKSON

- Minimum of two years experience
- Site visits
- Learning scanning procedure
- Local full time 07.00am to 3.00pm

Quote Ref JG/N/2023



AVAILABLE JOBS

FINANCIAL SUPPORT STAFF

Joondalup

- Financial support to brokers
- Credit skills
- Liaising with Real Estate partners
- Fun, friendly office.

Quote Ref JG/N/2024

DESIGNER/RESIDENTIAL DRAFTS PERSON

Perth CBD

- Planning /Design experience
- Land survey
- Land Development and unit design.
- Excellent company working with a great team

Quote Ref JG/C/1036

PRINT AND DESIGN MANAGER

Wangara

- Experience with retail and digital machinery
- Design qualification an advantage
- Good salary
- Customer service experience

Quote Ref JG/N/2038



AVAILABLE JOBS

PERSONAL ASSISTANT

Osborne Park

- Support to Mortgage Brokers
- Assisting General Manager
- Keeping Diary
- Flexible Hours

Quote Ref JG/N/2039

RECEPTIONIST

WEST PERTH

- Entry level Receptionist
- Must be able to multitask
- Good personality
- Dealing with patients and medical staff

Quote Ref JG/C/2039

CUSTOMER SERVICE ADMINISTRATOR

Joondalup

- Working knowledge of MYOB
- Administration duties
- Customer service
- Knowledge of small business environment
- Telecommunications
- Energetic environment

Quote Ref JG/N/2040



AVAILABLE JOBS

SALES REPRESENTATIVE

Perth

- FMCG
- Company Car/Phone/laptop
- Sales experience
- Training for the right person
- Excellent friendly company

Quote Ref JG/S/2041

PROPERTY MANAGER

Northern Suburbs

- Experience of at least 100 portfolio
- Blend in well with team
- Excellent conditions
- Good salary
- Immediate Start