



Asset Officer

Follow your passion, be part of something special with this Tier One housing organisation where people are paramount and values are a lived experience

- Fantastic opportunity to be an integral part of this exciting new operation
- Newly created position with an NFP employer of choice based in Perth
- Join an organisation where the community is at the heart of everything they do.

Mission Australia Housing is an innovative, collaborative and values-driven Tier One housing organisation with a fantastic growth strategy and an exciting future.

As a part of the Mission Australia Group, they currently manage 4,500 properties, providing social and affordable rental housing to low and moderate-income households and a safe place to call home for more than 8,000 tenants across Australia.

Mission Australia Housing have recently established their new Western Australia operation based in Perth and have created this exciting Asset Officer position as part of their service delivery team.

Reporting to the State Manager Operations, you will be responsible for managing all maintenance requests for social and affordable housing tenants in Mission Australia Housing across metropolitan Perth and ensuring these requests are responded in a timely manner.

The successful candidate will also manage contractor work order delivery compliance to specification including carrying out systematic inspections of contractor works and identifying and highlighting works defects and non-compliance.

A key part of this role will be supporting relationships with tenants and contractors to achieve positive outcomes in accordance with the community housing registration, legislation and organisational guidelines. Along with identifying maintenance issues and triage as appropriate and having a proficient understanding of maintenance and building contracts.

The ideal candidate will be a proactive, passionate and results-driven team member, with at least 3 years experience working in an asset management / property maintenance environment within the Community or Social Housing sector. Candidates with a trade qualification and / or experience working with vulnerable client groups and people with complex needs will be highly regarded.

You will have a strong focus on customer service delivery, excellent communication and interpersonal skills with the ability to build and maintain internal and external stakeholder relationships, with the commitment to work collaboratively and deliver within best practice principles in line with the values, mission and purpose of the organisation.

In return you will be rewarded with a competitive base salary and an excellent benefits package that will include full Not-for-profit salary packaging benefits and flexible working arrangements.

To be considered for this exciting new opportunity you must meet the above criteria, have Australian Citizenship or Permanent Residency status and currently hold or be willing to obtain the relevant clearances and checks that are essential for this role.

For a confidential discussion and more information contact Mark Williams on 0450 311272, for email enquiries and application submissions please forward in Word format to mark@communityconsultingaustralia.com.au

Please note that applications will be reviewed as they are received and this roles may close when a successful candidate is appointed, only shortlisted applicants will be contacted.