Position Description

Vacancy Title: Property Officer
Location:
Reports To: None

Objective

The Property Officer assists the Technical Officer in the property management operations of TTFB'S properties and facilities, maintenance and customer relations. The role reports to the Technical Officer.

Outcomes

Organisational Stakeholders

1. Properties and facilities maintenance and upkeep ensured through timely and effective assistance to Technical Officer.

- Assistance to Technical Officer in the oversight of all maintenance, refurbishments and works carried out at the properties
  - Assistance in the implementation of the preventive maintenance plan implementation ensured.
    - all maintenance carried out in a timely manner
    - assist in appropriate electrical, plumbing and general carpentry ensured.
  - Implementation of building wash down, window cleaning, air con maintenance, fire equipment and alarm servicing.
- All repairs and maintenance works carried out and properties are OHS compliant.
  - cleanliness and upkeep of all properties
  - properties are risk free, fully compliant with mandatory requirements
  - proper reportings / logs maintained to maintain compliance
- Cooperation with Technical Officer and effective team work ensured.
- After-hours call outs attended to when on call.

2. Technical Officer assisted in customer relationship management.

- Customer relations maintained through assistance to Technical Officer
  - communication with tenants on maintenance and repair works
  - customer satisfaction maintained
  - follow ups ensured
  - call-outs attended to

3. TTFB's image and value standards demonstrated and promoted

- Collaborate with other teams in the organisation for the benefit of the organisation
- Monitor and encourage team members to uphold image and value standards
- Uphold and demonstrate the organisation's image and values

Responsibilities - Key Competencies

Competence	Description
Business	
Risk Management	Analyse and manage risk.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
Operational	
Maintenance	Monitor and/or maintain equipment, plant or vehicles in sound operating order.

Qualifications

Qualification	Discipline	Notes
Preferred		
Diploma	Building and Construction, Plumbing, Property and Real Estate, Project Management, Electrical	Extensive work experience in similar Properties roles will be considered.

Work Knowledge and Experience

Knowledge of general building maintenance and upkeep of properties.

Excellent customer service experience

Excellent communication skills

Effective team player and willingness to work extra hours.

Have an attention to detail and completes work in a timely manner.

Requirements

Language Proficiency

Excellent command of English

Regulatory Compliance Requirements

Driver’s License

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	Chief Executive Officer	
	Management Team	
	Investment Team	
External		
	Regulators	
	Suppliers	
	Customers	

Attributes

Behavioural Styles

Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.
Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.

Interpersonal Styles

Perceptive	Shows keen insight and understanding of issues or situations.
Realistic	Shows concern for facts and reality, rejecting the impractical.
Empathic	Has the ability to understand somebody else's feelings or difficulties.
Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Initiative	Takes action and makes decisions without the help or advice of other people.

How To Apply

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Contact for Enquiries

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Closing Date: 17 Oct 2026