

Company: Wellman Strata Management Pty Ltd

Position: Trust Account Manager (Part Time)

Office: Address – Suite 202, 166D Glebe Point Road, Glebe NSW 2037
Phone – (02) 8065 6575
Fax – (02) 8065 6574
Email – info@wellmanstrata.com.au

Our boutique strata management company is looking for an astute person to fill the role of trust account manager.

The position will involve overseeing the daily management of trust funds under the company portfolio.

The successful candidate must:

- i) Possess excellent literacy skills.
- ii) Possess excellent oral communication skills with a strong emphasis on telephone etiquette.
- iii) Be well presented at all times.
- iv) Undertake a professional approach to each aspect of employment.
- v) Be capable of working unsupervised and be able to manage time effectively.
- vi) Be capable of working within a team environment and possess an outgoing/friendly persona.
- vii) Have attained a Certificate of Registration (not essential for the successful applicant, though will be looked favourably upon).
- viii) Have a strong customer focus and be willing to assist and serve at any given opportunity.

If this position is of interest to you and you would like to learn more, please forward your resume to:

Wellman Strata Management Pty Ltd
C/- info@wellmanstrata.com.au

Applications for this position will close 1st May 2010 – so be quick!

Yours sincerely,
Wellman Strata Management Pty Ltd