



The Australian High Commission in Islamabad has a vacancy for a Property and Administration Assistant.

Job Description (Main duties):

- Assist with the management of the High Commission’s repairs and maintenance program for all properties within the portfolio including coordinating maintenance schedules, residential deliveries, organising repairs as needed and liaison with service providers and contractors
- Procurement and assets management including inventory stocktakes, disposals and organisation of auctions
- Maintain the residential lease schedule, follow up for due rentals and ending leases and maintain property files
- Client liaison with service providers, contractors and property residents
- Assist in the coordination of property management services including new property searches, liaison with landlords on property issues, coordinate security inspections and upgrades of properties

Selection Criteria:

- Experience in property management. Experience in building maintenance and minor repairs and maintenance would be highly regarded.
- Demonstrated sound judgement, professional integrity, initiative and a flexible approach to solving problems.
- High level of oral and written communication skills in English and Urdu with the ability to communicate effectively to clients and management.
- Experience in general administration processes and procedures. Demonstrated high level of competency and confidence in using IT systems, including Microsoft Office programs.
- Excellent time management and organisational skills and ability to work as part of a team. A strong ability to work well under pressure.

Starting salary 59,333 PKR per month, negotiable after probationary period.

Applications must include:

- Current CV
- Statement addressing the Selection Criteria
- Names and contact details of two work-related referees

Please see the recruitment package.

Any applications received without the above requirements will not be considered.

Applications should be emailed to: Jobs.AHC-Islamabad@dfat.gov.au with “Property Assistant – March 2018” in the Subject field. Applications close at 1630 on 25 March 2018.

Only applicants who are shortlisted for interview will be contacted.