



Sacred Heart College

AUCKLAND

Current Vacancy

Property Manager

Due to the pending retirement of our current Property Manager an opportunity has become available for a practical leader to manage the property portfolio and team.

Primarily this role will lead and manage College and Hostel property projects, task requests, maintain safety and security of the school and hostel, supervise the property team, liaise with contractors on school site, attending property meetings and reporting/communicating to Board level and with external contractors. A pivotal role within our college, this will see the successful applicant required to contribute to the smooth running and general efficiency of school operations and ensure building warrant of fitness compliance.

To be successful in this role you will bring the following attributes:

- Proven record as an outstanding manager by leading and managing the property team
- Proven ability to develop and maintain effective relationships with external and internal contractors and Senior Leaders
- Strong communication skills, both verbal and written and effective interpersonal skills
- Have the ability to contribute to the planning and managing property projects
- Effective time management skills and the ability to meet deadlines
- Manage the daily requests for the property team
- Ability to multitask and work well under pressure, a flexible approach when required
- Ability to resolve urgent property matters in a timely manner
- Respond to compliance requests

You will be a strong leader always looking for efficiencies and more cost-effective ways of doing things. You are an independent thinker, quick and quality-driven and are able to communicate effectively with others.

This is a full-time position.

Remuneration based on experience and qualifications.



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Please email your expression of interest and CV to Melanie Inglis, Manager of Recruitment/HR on recruitment@sacredheart.school.nz. In subject line please specify the position you are applying for.

Applications close: 10th January 2025