

Position Description

Job title

Property Asset Manager

Reports to

Manager – Property Funds

Company overview:

Trilogy Funds is one of Australia's leading fund managers and financiers of property-based investments. When it comes to property-based investing, we take things personally.

We've been building wealth together with Australian investors, advisers, developers and brokers for over 24 years.

For us, *Building wealth together* means fostering tailored, personal interactions. It means delivering:

- Better outcomes for investors
- Better construction and development finance solutions
- Better opportunities for our team and suppliers.
- Sustainable growth in the Australian property and investment sectors.

Job overview:

To be responsible for the asset management function for a portfolio of commercial office & industrial properties. To include:

- overseeing and managing external property managers
- management of financial aspects which includes responsibility for delivery of income & payment of outgoings
- Project Management: Liaise with consultants, builders and tradesmen to design, plan and execute CAPEX projects
- project supervision of major capex programs
- liaising with lawyers in relation to property contracts and leases
- supervise and co-ordinate any leasing activity with external agents

The person:

- Strong property experience in Commercial Property / Asset Management
- Minimum of 5 years commercial property assets
- Working background to ideally be from commercial agency or fund management
- Qualifications- Preferably hold a property related or equivalent tertiary qualification
- Strong and effective communication skills, both written and oral

- Ability to work in partnership within a small professional team
- Good planning and organisational skills
- Lateral thinking and analytical skills
- Understanding of the structure and activities of the Australian commercial property market including transactional aspects.

Last reviewed: May 2022