



Property

About the opportunity

The Property Section will deliver a range of services in collaboration with internal and external business partners that meets the corporate needs of the Council over the next financial year including the management and delivery of over \$100 million in land and property acquisitions.

This role will provide key administrative support to the unit in managing a diverse property portfolio of over 90 buildings valued at over \$340 million.

You will be mentored by our team of property professionals in providing effective and efficient customer service to both internal and external stakeholders through the delivery of administrative tasks such as responding to enquiries, filing, data entry and maintenance of our internal databases.

Connect - Create - Celebrate

Council Chambers - 62 Flushcombe Road - Blacktown NSW 2148

Telephone: (02) 9839 6000 - DX 8117 Blacktown

Email: council@blacktown.nsw.gov.au - Website: www.blacktown.nsw.gov.au

All correspondence to: The General Manager - PO Box 63 - Blacktown NSW 2148