



AUSTRALIAN CONSULATE-GENERAL Shanghai

JOIN OUR TEAM!

We are seeking a motivated, dynamic and reliable person to fill the following position:

- Property Officer (LE4)

Applications are open to Chinese national only.

You will find a guide to the position description and selection criteria for this position below.

Your application should include:

- a 1-2 page pitch of no more than 750 words telling us how your skills, experience and qualifications makes you the best candidate for this opportunity
- curriculum vitae; and
- contact details for two work-related referees

Applications close **at 12pm on Tuesday 5 July 2016**, and should be emailed to acgshanghai.recruitment@dfat.gov.au.

Enquiries can be directed to Ms Teresa Dai on +86 21 2215 5262 or teresa.x.dai@dfat.gov.au

The following outlines the main duties of the position:

- Provide a range of property services, including coordinating maintenance, repairs, gardening, cleaning, renovation and leasing for all Consulate properties
- Respond, as the first point of contact, for all property requests including providing advice on property related safety, security, financial and other departmental guidelines to staff and supervisor.
- Liaise with suppliers, contractors and agencies to coordinate property and other works and/or services.
- Maintain post property database.
- Provide a range of office and residential services including maintaining and administering contracts (eg. pest control, TV, telephones, security, cleaning, maintenance contracts, and swimming pool).
- Provide advice to staff and managers on contract management and managing equipment.
- Purchase, dispose, maintain and stocktake a range of equipment and supplies.
- Create and maintain registers of goods (e.g. settle in/out kits and inventories).
- Manage the flow of goods into and out of the Consulate, including coordinating the import/export of goods (including A-based effects and vehicles) and coordinate incoming/outgoing mails (including diplomatic mail).

What we are looking for?

- High level experience in the field of property management, especially in relation to the management of residential properties.



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- Knowledge of and experience with dealing with China Customs and Quarantine clearance regulations.
- High level knowledge and use of the Microsoft Office suite of programs including, but not limited to Microsoft Excel and Microsoft Word.
- Knowledge of or an ability to quickly acquire a knowledge of Australian government financial management rules in relation to procurement services.
- High level, business communication skills in both written and spoken English and Mandarin Chinese.
- Strong interpersonal skills, including an ability to liaise, negotiate and consult with internal and external stakeholders and experience in working in a close, tight-knit team.
- High level analytical skills, including a pro-active and practical approach to problem-solving. Flexibility and adaptability, especially when implementing change.

What should I include in my pitch?

- Your 1-2 page pitch is a chance to tell us why you are the right person for the job. We want to know why you want to work at the Australian Consulate General, why you are interested in the role, what you can offer us, and how your skills, knowledge, experience and qualifications are applicable to the role. In a nutshell – why should we hire you?
- Try not to duplicate information that can already be found in your resume, but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.