



# Property Manager

Westbourne Grammar School is seeking a suitably qualified person to fill the integral management role of Property Manager. Westbourne Grammar School has considerable landholdings and an ambitious building program. The Property Manager will be responsible for oversight of numerous building projects as well as the day-to-day operations of its maintenance and grounds facilities.

The role will suit someone with:

- Knowledge of project and contract management.
- Knowledge of industry compliance standards.
- Experience in regulatory reporting.
- Experience in managing a range of capital projects from inception to completion.
- A strong understanding of financial management and reporting.
- Experience in managing a team of people.

A competitive salary package is offered including a fully maintained motor vehicle and 10% superannuation. Further details can be obtained by reviewing the position description on the School's website at: [www.westbournegrammar.com](http://www.westbournegrammar.com)

Written applications, including curriculum vitae and the names of three referees should be sent to:

**Mr Ian Foster, Business Manager**  
**Westbourne Grammar School**  
**P.O. Box 37, Werribee Vic 3030**

**Email:** [employment@westbourne.vic.edu.au](mailto:employment@westbourne.vic.edu.au)

**Ph:** (03) 9731 9444 **Fax:** (03) 9731 9544

Applications close 14<sup>th</sup> February 2012.