

Position Description

About Moore Theological College

Our Vision:	To see God glorified by men and women living for and proclaiming Jesus Christ, growing healthy churches and reaching the lost.
Our Mission:	To provide excellent evangelical theological education.
Our Values:	Christian Faith, Integrity, Grace, Service, Community, Scholarship, Gender Complementarity, Freedom of Enquiry, Integration

Position Details

Position Title:	Property Administration Assistant	
Primary Purpose:	To provide efficient, professional administrative support to the Property Officer, as delegated.	
Classification:	Educational Services (Post-Secondary Education) Award, General Staff Level 3	
Special conditions:	National Police Check required	
Relationships:	<p><i>Internal:</i></p> <ul style="list-style-type: none"> • Property team • Finance team • Faculty • Staff 	<p><i>External:</i></p> <ul style="list-style-type: none"> • Students • Suppliers • Contractors • CMS • Utilities providers • Commercial tenants • Strata management and committee/s
Reports to:	Property Officer	
Date of issue:	January 2026	

Qualifications, Skills, Knowledge and/or Experience

Essential:

- Strong experience in administration, including:
 - excellent attention to detail
 - the ability to plan and prioritise tasks
 - the ability to maintain confidentiality when handling sensitive information
 - the ability to work independently and within a team
- Strong problem-solving skills, including the ability to take initiative, adapt when circumstances change, and identify and implement process improvements
- Excellent written and verbal communication, interpersonal and customer service skills
- Proficient in the use of Microsoft applications (e.g. Outlook, Word and Excel) and quick to learn the use of other computer applications/systems (e.g. records management, financial, online request management/issue tracking/service management)
- Ability to support and promote the Christian Vision, Mission and Values of Moore Theological College

Desirable:

- Experience in property administration, real estate and/or the building/construction industry
- Tertiary qualification in business administration or a property-related discipline
- Current NSW driver licence (Class C)

Acknowledgement

I understand and accept the responsibilities as outlined in this position description.

Name:			
Signature:		Date:	

Key Accountabilities		
Key Performance Area	Key Tasks	Performance Indicators
Core		
Property Administration	<ul style="list-style-type: none"> • Support the Property Officer. • Administer and update Preventative Maintenance. • Arrange inventory checks and pest inspections. • Assist with conducting property inspections and writing reports. • Administer utilities, liaising with providers, residents and tenancies for access where needed. • Assist with building insurance claims. • Prepare cost calculations for CMS repairs. • Update the property database as directed. • General administration, including but not limited to: <ul style="list-style-type: none"> ◦ Responding to phone calls, correspondence and enquiries for the Property office; ◦ Reconciling expenditure on department credit cards and preparing for sign-off by cardholder; ◦ Reconciling invoices with orders/statements and preparing for approval and payment; ◦ Assisting with preparing meeting agendas and note-taking; ◦ Ordering stock as required or instructed. • Keep the Property office neat and tidy. • Undertake strata administration • Maintain CAPEX Tracking • Create maintenance requests via JIRA • Administer study room & locker allocations 	<ul style="list-style-type: none"> • A high standard of support is provided to the Property Officer. • Accuracy, timeliness and quality customer service are upheld when completing work. • Tasks are completed and workflows are maintained and coordinated within appropriate time frames/as per schedule. • Preventative maintenance is allocated each month. • The property database is up to date. • Credit card expenditures and invoices are reconciled and processed each month. • The property office is in good order.

Lock and Key Administration	<ul style="list-style-type: none"> Maintain and update key register and College key cabinet, including completing audits. Arrange the rekeying and replacement of locks in consultation with the Property Officer. Liaise with the Operations team for the issue and return of accommodation and locker keys. 	<ul style="list-style-type: none"> Keys can be located as required. Keys are issued within two days of the request. Audits are completed annually.
Property Processes and Practices	<ul style="list-style-type: none"> Assist in the implementation of procedures, processes, and practices as directed by the Property Officer and ensure allocated administrative tasks comply with the established procedures. Assist in maintaining WHS documentation for the Property team. 	<ul style="list-style-type: none"> Opportunities for process improvements are identified and discussed with the Property Officer. Relevant documentation is prepared, edited and maintained, as directed.
Concierge Support	<ul style="list-style-type: none"> With the approval of the Property Officer, cover the Concierge desk when the Concierge is absent, which may include managing the email inbox, arranging room and car parking bookings, answering phones, handling visitors, etc. Handle enquiries from internal or external stakeholders as required. 	<ul style="list-style-type: none"> Enquiries are handled in a friendly, professional and efficient manner and people are directed to the right location or department. Tasks are completed as agreed.
General		
Community	<ul style="list-style-type: none"> Demonstrate the College's values. Make a positive contribution to the College culture, including encouraging and participating in teamwork and fostering effective communication across teams. Actively participate in team and other meetings. 	<ul style="list-style-type: none"> Participation in team and other meetings. Communication with relevant stakeholders is appropriate, accurate and timely. Makes a positive contribution to the College culture.

Risk and Compliance	<ul style="list-style-type: none"> • Sign and adhere to the Code of Conduct. • Comply with College policies and procedures. • Comply with all applicable legislation and regulatory frameworks. • Participate in, promote and raise awareness of Safeguarding and Work Health and Safety (WHS) in the College community. • Contribute to the maintenance of a safe and clean environment in the College community. • Manage risk appropriately in all work activities. • Maintain relevant College records in accordance with policy requirements. • Support the documentation of relevant processes as required. • Undertake other duties as directed by the relevant supervisor/manager. 	<ul style="list-style-type: none"> • Evidence of knowledge of and compliance with relevant legislation, policies and procedures. • Evidence of participation in WHS activities, as required, e.g. evacuation drills, training, etc. • Evidence of risk management in work activities. • Documents are regularly maintained in the records management system. • Relevant processes are documented, updated (as needed) and followed.
Professional Development	<ul style="list-style-type: none"> • Maintain current competencies. • Attend internal and external training as required. • Participate in the annual performance review. 	<ul style="list-style-type: none"> • Competencies remain up to date. • Evidence of participation in internal and external training. • Performance reviews are conducted annually.