

About Us

BigginScott Commercial is one of Melbourne's most trusted and well established real estate networks, known for our commitment to integrity, innovation and exceptional client service. We pride ourselves on delivering outstanding results across commercial property.

We are currently seeking a motivated and experienced **Commercial Property Manager** to join our growing team and take ownership of a diverse and dynamic portfolio.

Your Role

As a Commercial Property Manager, you will be responsible for the end-to-end management of a commercial portfolio, providing exceptional service to our landlords and tenants. This is a fantastic opportunity to join a collaborative and supportive environment where your skills and initiative will be valued.

Key Responsibilities

- Manage a diverse portfolio of commercial properties (retail, office, industrial)
- Build and maintain strong relationships with landlords and tenants
- Oversee lease administration, rent collection, and arrears management
- Coordinate repairs, maintenance, and contractor management
- Conduct regular property inspections and ensure compliance
- Prepare budgets, outgoings, and financial reporting for clients
- Negotiate lease renewals, rent reviews, and tenancy agreements
- Stay informed of current market trends and legislation

What We're Looking For

- Minimum 1–2 years' experience in commercial property management
- A current Agent's Representative Certificate
- Strong knowledge of leasing legislation and property processes
- Excellent communication and negotiation skills
- Organised, proactive and self-motivated
- Proficiency in property management software (e.g., PropertyMe, Console, MRI, or similar)
- A valid driver's license and reliable vehicle

Why Join BigginScott?

- A respected brand with over 130 years of real estate excellence
- Supportive management and admin team
- Access to internal training, growth opportunities, and industry events
- Tech-forward environment and modern systems
- Friendly, inclusive team culture
- Work across a reputable and expanding commercial portfolio

How to Apply

If you're ready to take the next step in your commercial property career with a brand that values its people and clients, we'd love to hear from you.

Apply now with your resume and a short cover letter.