



ASSET SUPPORT OFFICER (PERMANENT, FULLTIME)

Founded in 1866 by Saint Mary MacKillop and Fr Julian Tenison Woods, the Sisters of Saint Joseph of the Sacred Heart operates as a registered charity with central offices in Sydney, regional offices across Australia and offices in New Zealand and Ireland and a presence in some other countries.

The local communities of the sisters living in New South Wales form the NSW Region which is the largest region in the Congregation. In March 2013, the sisters of the Goulburn Congregation of the Sisters of Saint Joseph celebrated fusion with the Sisters of Saint Joseph of the Sacred Heart and in 2014 the Perthville Congregation followed. The sisters live in all parts of NSW and are involved in a variety of ministries. The Regional Office is in Croydon.

We are seeking a proactive and motivated person for this newly created role to join our team in Croydon office. Reporting to the NSW Business Manager, you will play a crucial role in coordinating property and fleet operations, ensuring smooth and efficient processes. This position involves coordination of logistics, operational and asset support, and property matters. You will work closely with the other administrative and operational staff and support the Regional Leader and the sisters in their ministries.

If you have strong property and asset management skills and a passion for supporting others, this is an exciting opportunity for you. This is a full-time role, however, some of the tasks will require working after business hours from time to time.

We value, respect and are committed to the safety of all people. We have zero tolerance for adult and child abuse or mistreatment. We encourage applicants to read our Adult and Child Safeguarding Commitment Statement, Safeguarding Code of Conduct, and Safeguarding Policy, as part of the application process. These documents are available on our website under the heading 'Safeguarding' (www.sosj.org.au).

We are committed to improving employment outcomes for Indigenous peoples and encourage Aboriginal and Torres Strait Islanders to apply.

KEY RESPONSIBILITIES:

Property

- Assist with property management, including sales and acquisitions, ensuring smooth and legal transactions.
- Conduct regular property inspections to assess condition, identify maintenance needs, and ensure safety compliance.
- Oversee property maintenance, coordinating with contractors for timely repairs.
- Manage logistics for moving Sisters in and out of properties, ensuring a seamless process.
- Attend strata meetings, address issues, and represent the Sisters' interests.
- Manage rental properties and service contracts (cleaning, air conditioning, electricity and gas).

Fleet Management

- Manage the car fleet, including maintenance scheduling and handling accidents.
- Monitor Fleetcard usage, Linkt, and NRMA, addressing any issues.
- Handle penalty notices and Cabcharge accounts.

ESSENTIAL SKILLS AND EXPERIENCE (SELECTION CRITERIA):

Essential

- Knowledge and experience in property and fleet management.
- Excellent communication and customer service skills.
- Ability to work independently and as part of a team.

- Current driving license.
- Ability to follow processes and identify improvements.
- Ability to engage with stakeholders at all levels.
- Ability to travel to Regional NSW.

Desirable

- Experience in a faith or mission-based environment.
- Knowledge of property compliance regulations.
- Certificate IV in Property Services or equivalent qualifications.

The successful applicant will be asked to consent to a National Criminal History (Police) Check.

For further information about the Sisters of Saint Joseph, please visit www.sosj.org.au. For more information about the role, please obtain a position description via hr@sosj.org.au. Applications, which will need to include a cover letter outlining how you meet the selection criteria for this role and a CV (resume), should be submitted via email to hr@sosj.org.au by **9am on 28 February 2025**.