



Position Description

Job Title	Lease Administration Assistant
Reports to	Leasing Manager
Department	St Vincent de Paul Society Victoria
Direct/Indirect Reports	Nil
Date Revised	23.07.26

Position Summary

The Lease Administration Assistant provides administrative support to the Leasing Manager and broader Property & Fleet team.

The role is responsible for maintaining property and lease records, preparing documentation, processing invoices, updating lease management systems and coordinating routine property administration activities across the Society's retail, office, warehouse and community housing portfolios.

The position plays an important support role in ensuring lease information is accurate, documentation is maintained and administrative processes are completed in a timely and professional manner.

Position Key Responsibilities & Deliverables

Lease Administration	• Maintain electronic and hard copy lease files. • Update and maintain the lease management system. • Record lease commencement, expiry and option dates, rent review dates and calculations. • Assist with the preparation and filing of lease documentation. • Maintain landlord, agent and property contact records. • Prepare basic lease summaries and reports.
Invoice Processing	• Receive and process rental, outgoings and utility invoices. • Verify invoice information and obtain supporting documentation. • Submit invoices for approval in accordance with organisational procedures. • Assist with tracking property expenditure.
Utilities Administration	• Coordinate utility connections and disconnections. • Maintain utility account records. • Liaise with service providers regarding account enquiries.
Property Administration	• Maintain records relating to insurance, permits and property documentation. • Assist with preparing information for reports and business cases. • Coordinate document execution and filing. • Assist with maintaining property registers and databases.

Incorporating



Vinnies



VincentCare



VincentCare
Community Housing



Position Key Responsibilities & Deliverables	
General Administration and Stakeholder Support	• Act as a central point of coordination for property administration, providing consistent and courteous service to internal stakeholders and contractors. • Assist in the collation of environmental data, including solar system performance and sustainability initiatives
Stakeholder Support	• Respond to routine enquiries from internal stakeholders. • Liaise with landlords, agents and service providers regarding administrative matters. • Provide administrative support to the Leasing Manager and Property & Fleet team.
Continuous Improvement	• Contribute to improving administrative processes and record keeping practices. • Maintain high levels of accuracy and attention to detail. • Support the team with general administrative duties as required.
Safety and Culture	• Contribute positively to organisational culture and values. • Comply with all workplace health and safety requirements. • Identify and report hazards and incidents in accordance with organisational procedures. • Participate in training and continuous improvement activities.
THE LIST OF RESPONSIBILITIES HEREIN IS NOT INTENDED TO BE ALL-INCLUSIVE, AND MAY INCLUDE ADDITIONAL RESPONSIBILITIES AS REQUIRED AND ASSIGNED. IT MAY BECOME NECESSARY TO MODIFY/CHANGE THESE POSITION RESPONSIBILITIES FROM TIME TO TIME.	





Core Competencies	
Business Acumen	Applies knowledge of the business and the industry to advance the organisation's goals.
Inspires Others	Creates a climate where people are motivated to do their best to help the organisation achieve its objectives.
Service Excellence	Builds strong client relationships and delivers client-centric solutions. Seeks ways to improve outcomes for clients as consistent with SVDPVs Mission, Vision and Values
Professionalism	Gains the confidence and trust of others through honesty, integrity, and authenticity.
Inclusion	Interacts with all stakeholders in ways that demonstrate respect of social and cultural differences, and a commitment to challenging attendant social inequities.
Key Selection Criteria	
Qualifications	• Certificate IV in Business Administration, Property Services or similar qualification (desirable). • Current Victorian Driver Licence (desirable).
Attributes	• Highly organised and methodical. • Strong customer service focus. • Attention to detail. • Proactive and solution focused. • Able to work independently and collaboratively. • Good time management skills. • Professional and approachable manner.
Skills	• Previous administration experience, preferably within property, real estate, facilities management or a related environment. • Ability to read, understand and interpret lease and contract documentation • Strong organisational and administrative skills. • High level of attention to detail and accuracy. • Experience using Microsoft Office applications, particularly Excel and Outlook. • Ability to manage multiple tasks and meet deadlines. • Strong customer service and communication skills.

Other Key Job Requirements	
Police Check	Renewed Every 5 Years
Working with Children Check	Renewed Every 5 Years

Incorporating



Vinnies



VincentCare



VincentCare
Community Housing



Wellbeing, Health & Safety

Child Safety Statement

St Vincent de Paul Society is committed to the safety and wellbeing of all children and young people. Our members, volunteers and employees understand that child safety is everyone's responsibility and is at the centre of all that we do and every decision we make.

We have zero tolerance for child abuse or neglect of child safety

We are committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect them. This includes but is not limited to the cultural safety of

Acknowledgement of Country



Aboriginal & Torres Strait Islander children, children from diverse cultural, linguistic, and/or religious backgrounds, children who identify as LGBTQI+, and children with a disability.

Whilst all St Vincent de Paul programs and activities may not involve regular contact with children by SVDP Representatives, it is the decision of St Vincent de Paul State Council that all St Vincent de Paul programs and activities will be subject to the Child Safety Policy.

Diversity and Inclusion

We are committed to the principles of social justice and aim to ensure every individual is treated with dignity and respect regardless of their cultural background, ability, ethnicity, gender identity, sexual orientation or religion.



Incorporating



Vinnies



VincentCare



VincentCare
Community Housing