

Inspections Officer

- Ensure Routine Inspections are created, entry notices issued & inspections completed within legislative requirements
- Create maintenance requests in Console in order to assist the PM team with the maintenance workflow
- Send conducted Routine Inspection reports to the Asset Manager. Asset Manager may provide further feedback or instructions on this workflow
- Ensure Entry Condition reports are completed in a timely manner and effectively communicate the condition of the property. Reports to be saved in both Console & G Drive
- Ensure Exit Condition reports are conducted timely (in combination with the Tenant Manager) & saved into both Console & G Drive
- Effectively process and close off inspections in Console, ensuring that future reoccurring inspections have been set accordingly
- Work in conjunction with the PM team
- Be fully competent with all the workings of Inspection Express, Console Cloud & the 360 degree camera, including reporting & AI reporting methods
- Accurately manage the routine inspections calendar
- If the use of a SR fleet car is authorised, the completion of the driver ID login is mandatory. Login is available on the app or via a key fob
- Collect rent via Eftpos & update/receipt in Console accordingly
- Ensure OFT licensing is current at all times
- Ensure all passwords/log-ins are presented to SR operations.

NOTES
