

The logo for REIF (Real Estate Investment Finance) features the letters 'REIF' in a large, bold, white sans-serif font. A vertical line is positioned to the right of the letters, separating them from the company name.

REAL ESTATE  
INVESTMENT  
FINANCE

## PROPERTY ACQUISITION MANAGER

*Seeking a proactive Property Acquisitions Manager to be apart of the exciting property market!*

### ***We provide the following support***

- Training and development
- A support of team members
- The option for career growth
- A positive and fun work environment
- No 2 days the same
- Leadership that believes in you and support you
- A team that welcomes you to the REIF Family

### ***About Us***

[www.reif.com.au](http://www.reif.com.au)

Real Estate Investment Finance is an exclusive finance and property group helping others achieve the dream of owning and building wealth through property.

We consist of a specialised team nationally who assist clients from First Homeowners to Savvy Investors.

We specialise in refinances, purchases, construction, SMSF, and everything in between within the residential market and we support all clients in the property purchase and investment space from start to finish and beyond!

We have a multi-national client base, access to off the plan and new construction nationally through our strong base of builders, and work with a panel of over 35 lenders.

The REIF team has been extremely successful in achievements and this year alone has been finalists and award winners across multiple platforms.

- AMA Australian Brokerage of the year – Diversification
- AMA Young gun of the Year

- Australian Small Business Champion – Business of the decade
- Australian Small Business Champion – Entrepreneur of the year
- Australian Small Business Champion – Growth award
- Better Business Awards – Best Independent Office
- Better Business Awards – Newcomer of the year x 2
- National Mortgage Brokers – Top 11 Brokerages Nationally
- Better Business Awards - Wellness Advocate of the Year
- Better Business Awards - Best Branded Office
- Better Business Awards - Best Customer Service
- Better Business Awards - Best Finance Broker
- Better Business Awards - Mentor of the Year
- Women in Finance - Executive Assistant of the Year
- The CEO Magazine – Executive Assistant of the Year
- AFR - Best Places to Work

### ***About the role***

- Daily management of the property acquisitions department within REIF ensuring all daily tasks and matters of importance are addressed
- Be the driving force behind sourcing and acquiring suitable property solutions within our network of builders, developers, and suppliers for our Property Specialists and Affiliates to present to clients in a timely manner.
- Research and understand the market and location demographic of the property being acquired for our clients providing up to date analysis and synopsis.
- Packaging the property solutions in line with REIF branding and marketability
- The ability to create stock lists, enquiry data and tracking to be able to manage the requirements of all stakeholders within a central system.
- Drive operational strategy for the team to ensure achievement of annual company KPI measures and reporting
- Establish, maintain, and nurture positive relationships with internal and external business stakeholders, Affiliates, Referral Partners, builder, developers, and suppliers through methods of business development and enhancement
- Work collaboratively on a weekly basis to provide stand out property to our Marketing division to advertise with up-to-date correct information and analysis
- Attend to site visits and inspections for the purpose of acquisition if required
- Work cohesively with the Contract Administration team to support all stakeholders and clients with their journey once they have committed to a purchase
- Ability to read build contracts, understand working drawings with further ability to vet property inclusions and construction items in line with clarity for the clients including but not limited to build variations and enquiry
- Ad hoc duties as required within the scope of your role and abilities

### ***About you***

- Ability to work within a dynamic team to align to our core mission as a business
- Acquisitions experience essential in either the construction industry or a property group
- Ability to develop business through key relationships

- Property Investment Analysis experience or similar is a must
- Industry and market knowledge
- Excellent verbal and written communication skills
- Impeccable approach to Customer Service and phone etiquette
- Attention to detail and punctuality.
- Exceptional presentation skills, determination, and the drive to exceed client's expectations and business performance requirements.
- A demonstrated ability to meeting targets and KPIs.
- Genuine enjoyment in talking to clients and helping people.
- An open mind with a flexible attitude – we are always improving, and we value your input.
- Must be a team player with a positive and vibrant attitude.