



Tauranga City

Job description

Title	Property Coordinator
Number	Multiple Pos Numbers
Group	Property
Division	COFO
Reports to	Team Leader: Property Management
Direct reports	N/A
Date	09/03/2026

Job holder commitment

The job holder accepts as a fundamental requirement of their employment that they must demonstrate a personal commitment to:-

- modelling organisational values at all times
- a safe and healthy work environment
- assisting Council to fulfil its Civil Defence responsibilities

At TCC we uphold the principles of Te Tiriti o Waitangi by engaging in an effective and meaningful partnership with tangata whenua. We are committed to developing our knowledge and understanding of te reo Māori, tikanga Māori, Mātauranga Māori and our partnership with tangata whenua.

Job purpose

The primary purpose of this role is to provide tenancy coordination and support to the Property Services team.

Key outcomes

Property Management and leasing activities are delivered in a consistent, accurate and efficient way.	<ul style="list-style-type: none">• Assist the Property Specialists and wider Property Services Teams to support the management of a portfolio of properties.• Liaise with the Property Specialists to support the operation of Tenancy agreements, ie rent reviews, renewals, inspections and correspondence information efficiently in accordance with TCC policies and appropriate legislation.• Ensure tenant and lease information is current, accurate and accessible, monitored and recorded in the relevant information management systems and
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	<p>in accordance with corporate document management policies.</p> <ul style="list-style-type: none"> • Management of diverse activities such as Licences to Occupy, Grazing licences and residential and commercial leases.
<p>Financial responsibilities are performed in a timely manner while following TCC processes and guidelines.</p>	<ul style="list-style-type: none"> • Maintain the financial management system records to ensure accurate information in relation to Property Management financial needs and in accordance with the terms of the agreement. • Complete and accurate information is provided when requested to enable activity budgets and planning to be completed. • Purchase Orders and Invoices are processed promptly and accurately. • Expenditure is carefully managed and monitored, to ensure budgets are adhered to. • Debt management is proactive monitored and reported to the Property Specialist in a timely and accurate manner.
<p>Property Management is effective and meets the needs of TCC.</p>	<ul style="list-style-type: none"> • Tenants are communicated with in a timely manner, ensuring all information is accurate and is recorded appropriately. • Process improvement projects are identified and undertaken. • Internal and external customers are responded to promptly and experience a high level of service. • Risks are identified and appropriately managed.
<p>Proactively develop strong working relationships with internal and external stakeholders.</p>	<ul style="list-style-type: none"> • Effective professional relationships and partnerships are developed and maintained with internal and external customers. • Ensure strong relationships are developed with other internal teams such as the Facilities Team, Finance Team, Strategic Property Team, Customer Service Centre, ICT, Legal Team and internal Asset Managers.

The job description is not an exhaustive list of requirements, the job holder will be required to perform tasks assigned to them that are not explicitly described in this document.

Person specifications

Essential
<ul style="list-style-type: none">• Tertiary Qualification preferred – Occupation related diploma/degree in Business Management, Property Management or equivalent level of learning through experience.• Experience in property, legal, building, office management, compliance or similar environment.• Strong financial Skills including Debt Management, Reconciliations

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Our values

Pono / Integrity

We do what we say we will do

Manaakitanga / Respect

We listen to all views and show we care

Whāia te tika / Service

We do the right thing for our community
and each other

Whanaungatanga / Collaboration

We work together and create connections