

## **BELGRAVE HEIGHTS CONVENTION**

### **PROPERTY MANAGER/S**

Belgrave Heights Convention invites applications for appointment to this position. The position may be part-time or full-time and may be on a job share basis for a married couple. A residence on site is provided as part of the remuneration package. Alternatively applicants who wish to live off site may be considered.

The primary objectives of the position are:

1. To oversee the general upkeep and presentation of the Convention property & buildings including general maintenance, cleaning, mowing of grass and garden maintenance.
2. To participate in the upgrade of the property together with contractors and volunteers.

Applicants must subscribe to the Belgrave Heights Convention doctrinal statement and are expected to show Christian maturity and a commitment to the ministry of the Convention. Attendance during all conventions is required.

Trade or experienced handyman skills are required.

Applications should be sent to the address/email below to arrive on or before 29<sup>th</sup> October, 2018. A job description is available on request. Inquiries and applications may be directed as shown below:

The CEO  
Belgrave Heights Convention  
3 Convention Avenue  
Belgrave Heights Vic, 3160  
Email [ggawler@bhc.org.au](mailto:ggawler@bhc.org.au)  
Phone 03 9752 6855