

Property and Fleet Administrator

Section / Service	Kurrajong Corporate Services
Location:	Wagga Wagga
Reporting to:	Property & Fleet Manager
Supervises (direct and indirect):	nil
Last reviewed:	August 2026

About Kurrajong - Kurrajong is a charitable organisation offering a broad range of services to babies, children, young people and adults with disabilities (aged 0-65) and their families. Kurrajong is registered as a provider of National Disability Insurance Scheme (NDIS) services and supports.

Our Vision – To create open, accessible and inclusive communities for all people.

Our Attributes – We care, we are community focused on the needs of people with disability and their families, our services are anchored in the communities we serve, we seek continuous improvement and excellence.

Position Summary

The Property and Fleet Administrator provides practical, responsive administration and coordination of Kurrajong's property, facilities and motor vehicle fleet. The role helps ensure that buildings, facilities and vehicles are safe, compliant, well maintained and available to support the delivery of services across Kurrajong.

Working closely with managers, staff, contractors and suppliers, the position coordinates maintenance requests, property inspections, statutory servicing, vehicle servicing and repairs, registrations, procurement and other day-to-day property and fleet activities. The role also maintains accurate records, monitors costs and provides timely information and support to internal stakeholders.

This is a hands-on coordination role requiring strong organisation, customer service and follow-through, with the ability to manage competing priorities and ensure property and fleet matters are progressed efficiently and safely.

Position Key Responsibilities

The Property and Fleet Administrator will be responsible for the following:

Property Maintenance and Contractor Coordination

Position description

- Monitor property maintenance requests, triage and allocate work to internal staff or external contractors, and follow jobs through to completion.
- Engage and coordinate trades and service providers, obtain quotations and work orders, verify completed works and support invoice processing.
- Maintain contractor licences, insurances and other relevant compliance records.

Property, Asset and Facilities Compliance

- Coordinate routine property inspections and maintain property and asset registers, identifying maintenance, renewal and replacement requirements.
- Coordinate statutory testing and servicing of fire equipment, air conditioning, electrical equipment, security systems and other essential services, maintaining required records and certifications.
- Assist with property maintenance planning, capital works planning and monitoring expenditure against approved budgets.

Fleet Administration

- Coordinate routine vehicle servicing, repairs, breakdowns and emergency maintenance, monitor service intervals and help ensure vehicles remain roadworthy and available for operational use.
- Manage vehicle registrations, insurance records and claims administration, and maintain fleet compliance documentation.
- Monitor fleet age, usage and replacement cycles and coordinate vehicle quotations, ordering, disposal and changeovers as required.

Fleet Monitoring and Reporting

- Maintain accurate fleet records, including vehicle usage, odometer information, fuel card activity and operating costs, and investigate anomalies where required.
- Prepare property and fleet reports, monitor maintenance and fleet expenditure, and provide information to support budgeting and renewal planning.

Customer Service and Coordination

- Act as a key point of contact for property and fleet requests, providing timely updates to staff and managers on maintenance jobs, vehicle availability and other service matters.
- Build effective working relationships with staff, contractors and suppliers and resolve routine service issues in a responsive and professional manner.

Workplace Compliance

- Comply with Kurrajong policies, procedures, delegations and relevant legislative requirements, including Work Health and Safety, risk management, privacy and procurement requirements.
- Support safe property and fleet operations by maintaining accurate records, reporting hazards and incidents, and escalating compliance or safety concerns promptly.

Position description

Please note: This list is indicative only and may change. All Kurrajong staff are required to comply with reasonable work requests consistent with the position, their skills and organisational requirements.

Position Criteria (selection criteria must be addressed in the application)

Qualification, Certificates and Licences

1. Relevant qualifications and/or demonstrated experience in property, facilities, fleet, administration or a related area.
2. Current Class C Drivers Licence
3. NDIS Worker Screening Check (or willing to obtain before employment)

Experience, Skills & Knowledge

1. Competence in maintaining registers, processing invoices and purchase orders, monitoring expenditure and preparing routine reports using business systems and Microsoft 365.
2. Demonstrated experience in property, facilities, fleet or operational administration, with strong attention to detail and follow-through.
3. Strong organisational and coordination skills, including the ability to prioritise multiple maintenance, contractor and vehicle matters and meet deadlines.
4. Experience engaging contractors and suppliers, obtaining quotations, coordinating work and maintaining accurate service and compliance records.
5. Sound knowledge of routine property, facilities and fleet compliance requirements, or the ability to quickly develop this knowledge.
6. Strong customer service and communication skills, with the ability to work effectively with staff, managers, contractors and suppliers.
7. Commitment to safe work practices and to complying with Kurrajong's Work Health and Safety, risk management, quality and safeguarding requirements.

Desirable Criteria

1. Experience in a multi-site organisation, disability, community services or not-for-profit environment.
2. Experience using maintenance ticketing, asset management or fleet management systems.

Risk assessed role requirements in accordance with the NDIS Quality and Safeguarding Standards

- ☐ NDIS Worker Screening Check
- ☐ NDIS Worker Orientation – Quality, Safety and You

Position description

Signed and Accepted:

Staff Signature: [acceptance_status]

Date: [acceptance_date]