

Lifestyle Manager - Admin position outline

May 2026



Lifestyle
Communities®



The Lifestyle story

Since beginning Lifestyle Communities® in 2003, our mission has always been to enable working, semi-retired and retired people over 50 to downsize in a secure community with resort-style amenities, while having the freedom to enjoy new possibilities with greater peace of mind.

Our first community was at Brookfield in Melton, and over the years we have kept improving on what we do based on the feedback from our customers and homeowners. We have grown the business on two core principles;

1. **"You never get a second chance at a first impression"** and we ensure that whether it is the look of our communities or the service we deliver, our customers always get a fantastic first impression.
2. **"A customer may forget what you told them, but they will never forget how you made them feel"**. We want to make every customer touchpoint an amazing experience, one that they will remember and recall with friends and family. We want to ensure that their experience living in Lifestyle Communities is an extremely positive one.

These two principles have been the key enabler of our growth and success over the years and will become even more important as we develop and grow.

Our purpose

We reimagine a Way to Live for independent downsizers.

We develop and manage architecturally designed low maintenance homes, together with resort-style communities, that allow downsizers to free up equity from their previous home, and live the life they want.

Our approach revives the spirit of strong, neighbourly connections while providing spaces that balance safety and privacy with community engagement.

We nurture these environments, with dedicated Lifestyle Managers that live onsite allowing homeowners to enjoy independence alongside an active lifestyle.

Now that's a ...**Way to live**



Role summary

The role as our Lifestyle Manager (Admin) is an integral part of the overall feel within the Community.

You are our first point of call at the welcome desk, and your friendly manner and genuine empathy towards our homeowners is crucial, as it impacts our homeowners and future homeowners.

There are a number of administrative tasks that require your attention to detail, and time frames are sometimes of the essence.

However, your daily interactions with our homeowners to make them feel welcome is a major priority.

Your genuine desire to deal with people and a high level of empathy will be a major influence on your success.

Strong internal and external relationships with other business support units and external service providers will further enhance the lived experience for our homeowners by influencing and achieving the desired outcome.

You will proactively identify opportunities to drive and strengthen the Community spirit through a number of community engagement opportunities. This could be functions, seminars, interest groups, and school holiday programs.



Who am I?

I am a passionate person that really enjoys working in a highly engaged and supportive environment to deliver **amazing** service to our team and customers. I have an absolute **passion** about customer service and believe that delivering amazing customer service should be in every business' ethos.

I have **high empathy** and can put myself in the shoes of team members and our homeowners to understand their needs and how to provide an experience that exceeds their expectations.

I have **high EQ** and my working style is one of **collaboration** and **consultation**. I see this role as both **challenging** and **rewarding**.

I am eager to grow my skill set whilst at the same time using my experience to achieve and drive results and **make a real difference**.

I continually seek to improve the overall experience for our team members and homeowners. I am excited to **think outside of the box** and constructively challenge the business to be exceptional in all that we do.

I treat everyone with **respect** and show humility in all interactions. I believe that Lifestyle Communities makes a real difference to our customers lives and I work to ensure that I can also make a difference to what we do and the service and product we deliver.

I am **thoughtful, compassionate, kind** and **value relationships**.

I work for Lifestyle Communities!



Our values

Our values drive all our interactions with our customer.

We know that by living these values we can deliver excellent customer service to all stakeholders and believe that these values differentiate us from other operators in this sector.



**Do it from
the heart**



**Constantly
curious**



**Own it.
Sort it.**



**Strive for
excellence**

Position title	Lifestyle Manager - Admin
Reports to	Lifestyle Area Manager
Direct reports	NA
Location	Applicable Lifestyle Community
Employment type	Full Time
Department	Experience Team
Key relationships	<p>Internal</p> <ul style="list-style-type: none"> • Lifestyle Manager (Facilities) • Lifestyle Area Manager • Executive General Manager, Experience • Sales Team • Design and Construction Team • Marketing Team • Finance Team <p>External</p> <ul style="list-style-type: none"> • Homeowners • Prospective Homeowners • Service Providers & Contractors • Knowledge of Microsoft Office Suite (Word, Excel and Outlook) • Salesforce experience • Desirable however not essential as training will be provided. • First Aid Certificate, highly desirable. • Valid driver's license required
Competencies	



Lifestyle Manager – Admin

Homeowner Satisfaction

Key tasks / deliverables	What will success look like?
<ul style="list-style-type: none"> • Continuously work to empower our homeowners by facilitating them to make active decisions about their own lives. In this process, you should foster power in the homeowner, for use in their own lives, their community, and interpersonal relationships. • Communicate with homeowners in a caring and professional manner, to inform them on community and management issues, and activities and services available in the wider community. • Deliver a high level of customer service to our homeowners, ensuring that any requirements or questions are dealt with in a timely manner. • Maintain an awareness of the general well-being of individual homeowners and be available to offer general advice and assistance if appropriate. • Orientate future and new homeowners in the community with respect to the culture, lifestyle, committees, and policies. Ensure homeowners are introduced to the rest of the community. • Create and maintain a community newsletter at least monthly and a calendar of events updated every week and displayed prominently for homeowners. • Prepare and maintain a social activity calendar for homeowners and collaborate with the Social Committee and Homeowner Committee to ensure a spread of active and passive activities. • Attend Homeowner Committee and Social Committee meetings (as requested) and represent the company as required. • Positively manage all homeowner queries/requests relating to house maintenance before and after the 3- 	<ul style="list-style-type: none"> • Homeowner feedback on how they perceive that we support autonomy and self-direction within the community. • Homeowner feedback on communications. Lifestyle Area Manager to interview homeowners if needed. • An expectation of responding to a homeowner's request within 24 hours. • Evidence of monitoring homeowners with observable well-being issues. • New homeowners are formally inducted into the community, facilities, and their homes. • Newsletter issued at least monthly in a quality format & including community events. • Activities calendar is relevant, current & prominently displayed. • Committee minutes and feedback from committee members. • Homeowner and Project Manager feedback to situation management. • Homeowner satisfaction with response and compliance with applicable regulations.

Sales and Service

month maintenance period (developing Community).

- Respond in a timely and positive manner to all homeowner queries/requests relating to home additions and alterations

- Provide a high standard of customer service at all times.
- Treat all enquiries; in person, over the phone or via electronic communication as a sales opportunity.
- Work collaboratively with the Sales and Sales Support team.
- Assist the Sales team by acting in the capacity of a host in showing prospective homeowners' homes and the community.
- Actively support the referral action plan in consultation with the Sales and Marketing teams and undertake the agreed activities on time.
- Maintain up-to-date knowledge of development (if applicable), price, and options of homes within the community.

- Feedback from prospective customers.
- The telephone is answered promptly & courteously during business hours. Reception is manned during agreed hours. Homeowners & prospects are handled courteously.
- Evidence that Lifestyle Managers are responding promptly & positively in working with the Sales team.
- Evidence of showing homes and the community to prospects.
- Demonstrated leadership in promoting referral sales amongst team & homeowners.
- Lifestyle Manager has up-to-date price and product info on hand.

Administration and Compliance

- Compliance with the Policy and Procedures and related community work practices.
- Maintain accurate and up-to-date community records to a professional standard and in the prescribed format.
- Log all homeowner communication in Salesforce and/or permanent file. Create file notes for all conversations of significance.
- Communicate regularly with the Lifestyle Area Manager to inform them on community management issues, and complete required reports to a professional standard and in a timely manner.
- Submit a Community Status Report monthly on time, as required.
- Complete monthly community audits as per the set timetable.
- Implement improvement plans developed in consultation with the Lifestyle Area Manager.
- Ensure that the community meets the requirement of the Residential Tenancies Act and that all dealing with

- Inspection of implementation by Lifestyle Area Managers bi-annual audit.
- Inspection of Community records as requested.
- Inspection of homeowner files and review of CRM/Salesforce notes.
- Lifestyle Area Manager to be informed of issues as they occur. Reports to be completed & provided on time when requested.
- Community Status Reports are completed correctly & received on time.
- Community audits completed correctly & on time.
- Plans are completed as agreed & on time.
- Have a broad understanding of the RTA and be able to respond to homeowners in context.
- All activities comply with applicable legislation.
- Compliance with Operational Guidelines.

Asset Management

homeowners is in accordance with this act as well as the community agreements.

- Ensure all community activities comply with relevant legislation such as the; Privacy Act, OHS&W Act, local government acts, and any other relevant Acts or regulations.
- Maintain all emergency, fire, and safety procedures.
- Carefully and thoroughly investigate, document, and file all injuries reported by; homeowners, visitors, contractors and employees.
The guiding principle is that you can never document too much information in the case of an incident or injury.

- Incidents and injuries are reported, and necessary emergency actions are taken immediately after they occur. They are then documented, managed, and reported.

- Support the Facilities Manager to oversee the day-to-day maintenance and preventative maintenance of the community, including the common areas, facilities, gardens, parking areas, roadway, etc.
- Assist with the development and implementation of the asset management program.
- Ensure compliance with all legislative and essential services regulations.
- When Facilities Manager is unable to, support with arranging servicing and/or repairs of all community plant and equipment with preferred contractors.
- Ensure the maintenance requests of homeowners are attended to promptly and records of work undertaken are kept in the home files or on Salesforce and/or permanent file.

- Community assets are maintained appropriately and to Residents' satisfaction.
- Work is completed safely.
- Essential services registers are currently as monitored.
- Contractors are engaged according to operational guidelines.
- Daily maintenance records show requests are attended to within 48 hours.
- All work compliant with legislated building standards.

Gardens and Grounds Maintenance

- Support the Facilities Manager to oversee the maintenance program for the gardens and grounds including the front gardens of homes and all communal areas to agreed standards.
- Support the Facilities Manager to ensure that homeowners maintain their own side and rear gardens and comply with approved standards including the use of water-wise and appropriate plantings.
- Assist the Facilities Manager to document work undertaken and relevant issues where necessary.

- Homeowner satisfaction.
- Responsible resource management.
- Documentation attended as required.
- Only preferred contractors used on works in the community.
- Demonstrated safety plans & evidence of implementation.

Financial Performance

- Give attention to the safety of the homeowners, staff and visitors at all times.

- To ensure that the community meets the agreed budgets.
- To assist the Lifestyle Area Manager in the preparation and coordination of accurate budgets for the community.
- Receipt and banking all monies received and manage petty cash, receipt and code all community invoices and forward to the Accounts department.
- Prepare the fortnightly RMS file for processing and follow up unpaid site rental charges promptly.
- Supply Purchase Order numbers for our suppliers to ensure prompt payment.
- Submit invoices and credit card statement reconciliation via Purchase Order system.
- Work with NES and Accounts department in processing monthly utilities invoices and follow-up unpaid charges promptly.
- Distribute and explain financial statements to homeowners as required for site rental charges.

- Review monthly budget parameters.
- Budgets are completed & approved within set timeframes.
- Petty cash management, banking of monies received, forwarding coded invoices to Accounts department.
- Files are accurate and provided in a timely manner to accounts.
- Outstanding charges monitored and followed up.
- Financial statements sent to residents in a timely manner.

Behaviour Competencies

- Communicates effectively with homeowners, prospects, visitors, and internal team members.
- Is methodical and systematic with an eye for detail.
- Always considers the ethical results of actions.
- Motivates people & teams to perform to optimum levels.
- Identifies practical solutions to problems.
- Always looks for opportunities to make a difference to the community.
- Handles sensitive situations with diplomacy, patience and listening skills.
- Delivers outstanding customer service.
- Takes ownership of and responsibility for all aspects of the role.
- Takes direction and guidance when required.

- Your behaviour and communication always positively represent the Lifestyle Communities brand.
- You seek to find solutions and offer the highest level of customer service.

- Promotes the company positively both internally and externally.



What will success feel like for you?

In addition to fulfilling the requirements listed in this position outline, you will be inspired and challenged, and your learning curve will be steep. You will genuinely believe in the purpose of the business, and you will wake up eager to start the working day where your contributions are valued and rewarded.

The key challenges of this role

- To create a community environment that promotes the resort theme through the delivery of outstanding customer service to all current, future, and prospective homeowners.
- To resolve homeowners and community issues in a timely and satisfactory manner.
- Enhanced our image as the leader and premier destination for independent, active retirees.
- To be capable of working independently whilst also being part of a broader team and demonstrating a flexible, adaptable attitude in all situations.
- To communicate effectively with homeowners and work through challenges they present in a friendly, cooperative and understanding manner.
- To communicate effectively with the management team, colleagues, staff and sales personnel.
- Be financially responsible for the performance of the community.

Our ask of you

We have a strong history up to today and we need passionate, motivated and entrepreneurial team members to challenge the status quo.

By joining the Lifestyle Communities team, you are committing to give it your all, live our values, take some risk and make a difference. That is all we ask.

I _____, understand the key deliverables and values of Lifestyle Communities, and will execute my role as **Lifestyle Manager - Admin** to reflect this position outline.

Signature

Date



Lifestyle Manager - Facilities position outline

May 2026



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Communities®



The Lifestyle story

Since beginning Lifestyle Communities® in 2003, our mission has always been to enable working, semi-retired and retired people over 50 to downsize in a secure community with resort-style amenities, while having the freedom to enjoy new possibilities with greater peace of mind.

Our first community was at Brookfield in Melton, and over the years we have kept improving on what we do based on the feedback from our customers and homeowners. We have grown the business on two core principles;

1. **"You never get a second chance at a first impression"** and we ensure that whether it is the look of our communities or the service we deliver, our customers always get a fantastic first impression.
2. **"A customer may forget what you told them, but they will never forget how you made them feel"**. We want to make every customer touchpoint an amazing experience, one that they will remember and recall with friends and family. We want to ensure that their experience living in Lifestyle Communities is an extremely positive one.

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Our purpose

We reimagine a Way to Live for independent downsizers.

We develop and manage architecturally designed low maintenance homes, together with resort-style communities, that allow downsizers to free up equity from their previous home, and live the life they want.

Our approach revives the spirit of strong, neighbourly connections while providing spaces that balance safety and privacy with community engagement.

We nurture these environments, with dedicated Lifestyle Managers that live onsite allowing homeowners to enjoy independence alongside an active lifestyle.

Now that's a ...**Way to live**



Role summary

This role is a pivotal position to ensure that our homeowners can enjoy the amazing infrastructure within the community, but also support and guide our homeowners around their own maintenance needs.

Although we encourage our homeowners to enjoy their independent living within our beautiful communities, there will be times whereby you are required to draw on your experience to provide practical solutions.

Strong internal and external relationships will have a direct positive influence on your homeowners' lived experience by ensuring that the Community is presented in the best possible light aligned with our high standards.

This is a challenging but also very diverse role, and your experience in managing budgets, and establishing and building relationships with suppliers and service providers is equally important. You will work closely with all other teams including Sales and Projects to support the customer journey. This role has high collaboration at its core.

You will support the Community and strive to improve and enhance the lived experience of our homeowners. You will nurture all relationships to gain the maximum benefit on behalf of the community with includes internal and external customers.

You will passionately and proudly display the Community by ensuring that our gold standards are adhered to and that new homeowners feel equally welcomed as the existing homeowners.

Great pride of the gardens, clubhouse and other facilities will be a direct reflection of yourself, by owning and sorting all matters of the facility management.



Who am I?

I am a passionate person that really enjoys working in a highly engaged and supportive environment to deliver **amazing** service to our team and customers. I have an absolute **passion** about customer service and believe that delivering amazing customer service should be in every business' ethos.

I have **high empathy** and can put myself in the shoes of team members and our homeowners to understand their needs and how to provide an experience that exceeds their expectations.

I have **high EQ** and my working style is one of **collaboration** and **consultation**. I see this role as both **challenging** and **rewarding**.

I am eager to grow my skill set whilst at the same time using my experience to achieve and drive results and **make a real difference**.

I continually seek to improve the overall experience for our team members and homeowners. I am excited to **think outside of the box** and constructively challenge the business to be exceptional in all that we do.

I treat everyone with **respect** and show humility in all interactions. I believe that Lifestyle Communities makes a real difference to our customers lives and I work to ensure that I can also make a difference to what we do and the service and product we deliver.

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Our values drive all our interactions with our customer.

We know that by living these values we can deliver excellent customer service to all stakeholders and believe that these values differentiate us from other operators in this sector.



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**Own it.
Sort it.**



**Strive for
excellence**

Position title	Lifestyle Manager - Facilities
Reports to	Lifestyle Area Manager
Direct reports	NA
Location	Applicable Lifestyle Community
Employment type	Full Time
Department	Experience Team
Key relationships	<p>Internal</p> <ul style="list-style-type: none">• Lifestyle Manager (Admin)• Lifestyle Area Manager• Executive General Manager, Experience• Sales Team• Design and Construction Team• Marketing Team• Finance Team <p>External</p> <ul style="list-style-type: none">• Homeowners• Prospective Homeowners• Service Providers & Contractors
Competencies	<ul style="list-style-type: none">• Knowledge of Microsoft Office Suite (Word, Excel and Outlook)• Handyman/trade experience Desirable however not essential.• Valid driver's license required



Lifestyle Manager - Facilities

Homeowner Satisfaction

Key tasks / deliverables	What will success look like?
<ul style="list-style-type: none"> Continuously work to empower our homeowners by facilitating them to make active decisions about their own lives. In this process you should foster power in the homeowner, for use in their own lives, their community and interpersonal relationships. Communicate with homeowners in a caring and professional manner, to inform them on community and management issues, and activities and services available in the wider community. Deliver a high level of customer service to our homeowners and that any requirement or questions are dealt with in a timely manner. Maintain an awareness of the general wellbeing of individual homeowners and be available to offer general advice and assistance if appropriate. Orientate future and new homeowners in the community with respect to the culture, lifestyle, committees and policies. Ensure homeowners are introduced to the rest of the community. Attend Homeowner Committee and Social Committee meetings (as requested) and represent the company as required. Positively manage all homeowner queries/requests relating house maintenance before and after the 3-month maintenance period (developing Community). Respond in a timely and positive manner to all homeowner queries/requests relating to home additions and alterations. 	<ul style="list-style-type: none"> Homeowner feedback on how they perceive we support those autonomy and self-direction within the community. Homeowner feedback on communications. Area Manager to interview homeowners if needed. Positive feedback from homeowners on service delivery. Evidence of monitoring homeowners with observable well-being issues New homeowners are fully orientated- OM to inspect as they occur. Feedback from committee members. Homeowner and Project Manager feedback to situation management. Homeowner satisfaction to response and compliance with applicable regulations.
<ul style="list-style-type: none"> Provide a high standard of customer service at all times. Treat all enquiries; in person, over the phone or via electronic 	<ul style="list-style-type: none"> Feedback from prospective customers. The telephone is answered promptly & courteously in business hours. Reception is

Sales and Service

Administration and Compliance

<p>communication as a sales opportunity.</p> <ul style="list-style-type: none"> • Work collaboratively with the Sales and Sales Administration staff. • Assist Sales team by acting in the capacity of a host in showing prospective homeowners' homes and the community. • Actively support the referral action plan in consultation with the Sales and Marketing team and undertake the agreed activities on time. • Maintain up to date knowledge of development (if applicable), price and options of accommodation within the community. 	<p>manned during agreed hours. Residents & prospects are handled courteously.</p> <ul style="list-style-type: none"> • Evidence that Lifestyle managers are responding promptly & positively in working with Sales team. • Evidence of showing homes and community to prospects • Demonstrated leadership in promoting referral sales amongst staff & homeowners. • Lifestyle manager has up to date price and product info on hand.
<ul style="list-style-type: none"> • Compliance with the Policy and Procedures and related community work practices. • Maintain accurate and up-to-date community records to a professional standard and in the prescribed format. • Communicate regularly with the Lifestyle Manager to inform them on community management issues, and complete required reports to a professional standard and in a timely manner. • Submit a Community Status Report monthly on time, as required. • Complete monthly community audits as per the set timetable. • Implement improvement plans developed in consultation with the Lifestyle Manager. • Ensure that the community meets the requirement of the Residential Tenancies Act and that all dealing with homeowners is in accordance with this act as well as the community agreements. • Ensure all community activities comply with relevant legislation such as the; Privacy Act, OHS&W Act, local government acts and any other relevant Acts or regulations. • Maintain all emergency, fire and safety procedures. • Carefully and thoroughly investigate, document and file all injuries reported by; homeowners, visitors, contractors 	<ul style="list-style-type: none"> • Inspection of implementation by CMs bi-annual audit. • Inspection of Community records as requested. • Lifestyle Manager to be informed of issues as they occur. Reports to be complete & provided on time when requested. • Community Status Reports are completed correctly & received on time. • Community audits completed correctly & on time. • Plans are completed as agreed & on time. • Have a broad understanding of the RTA and be able to respond to homeowners in context. • All activities comply with applicable legislation. • Compliance with Operational Guidelines. • Incidents and injuries are reported, and necessary emergency actions taken immediately they occur. They are then documented, managed and reported.

Asset Management

and employees. The guiding principle is that you can never document too much information in the case of an incident or injury.

- Oversee the day-to-day maintenance and preventative maintenance of the community, including the common areas, facilities, gardens, parking areas, roadway, etc.
 - Ensure that maintenance personnel work safely and are provided with the necessary training and equipment.
 - Ensure a preventative maintenance schedule and program is in place and operating effectively.
 - Ensure compliance with all legislative and essential services regulations.
 - Arrange servicing and / or repairs of all community plant and equipment with preferred contractors.
 - Ensure the maintenance requests of homeowners are attended to promptly and records of work undertaken are kept in the home files or on Salesforce.
 - Oversee maintenance contracts and review on an annual basis.
 - Work with the Management team on structural and major works in the community.
 - Work with the Sales team in arranging quotes and organising works for refurbishment of homes available for resales as per work authorised by the Vendor. Ensure these works are charged back to the Vendor as applicable.
 - Work collaboratively with the Project Manager whilst the Clubhouse and other facilities are being built.
- Community assets are maintained appropriately and to Residents' satisfaction.
 - Work is completed safely.
 - Preventative maintenance schedules are up to date.
 - Essential services registers are current as monitored.
 - Contractors are engaged according to operational guidelines.
 - Daily maintenance records show requests are attended to within 48 hours.
 - All work compliant with legislated building standards.
 - Homes reinstated and refurbished in a timely manner.

Gardens and Grounds Maintenance

- Oversee the maintenance program for the gardens and grounds including the front gardens of homes and all communal areas to agreed standards.
 - Ensure that homeowners maintain their own side and rear gardens and comply with approved standards including the use of water-wise and appropriate plantings.
 - In consultation with the Lifestyle Manager, negotiate services and
- Gardens and grounds responsibly managed and maintained.
 - Homeowner satisfaction.
 - Responsible resource management.
 - Documentation attended as required.
 - Only preferred contractors used on works in the community.

Financial Performance

- goods at the best possible price from outside providers.
- Assess all garden areas to determine improvement requirements.
- Document work undertaken and relevant issues.
- Give attention to the safety of the Homeowners, staff, and visitors at all times.

- Demonstrated safety plans & evidence of implementation.

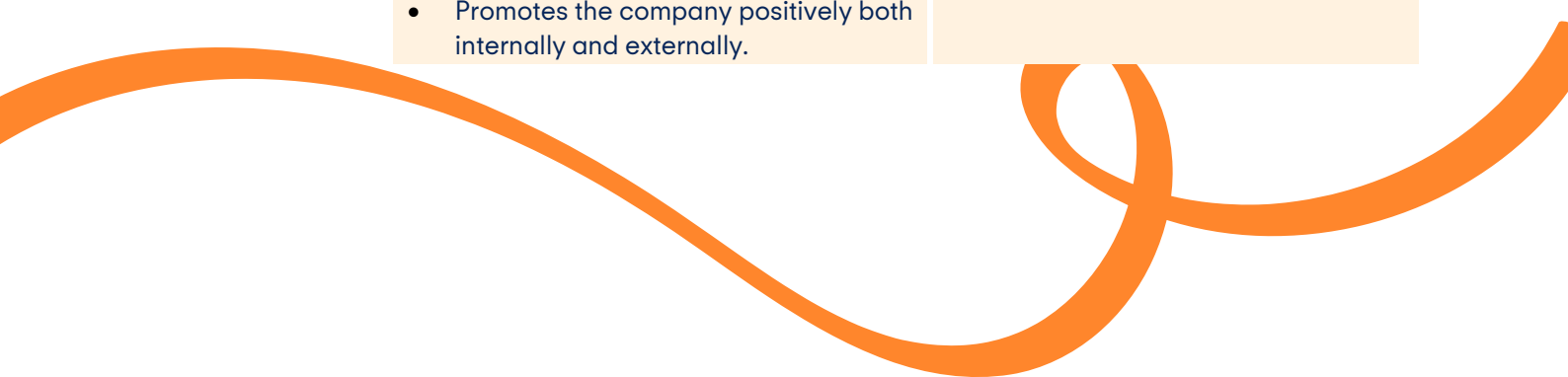
- To ensure that the community meets the agreed budgets.
- Assist the Lifestyle Area Manager in the preparation and coordination of accurate budgets for the community.
- Receipt and bank all monies received and manage petty cash, receipt, and code all community invoices and forward to the accounts department.
- Work with NES and Accounts department in processing monthly utility invoices and follow-up unpaid charges promptly.

- Review monthly budget parameters.
- Budgets are completed & approved within set timeframes.
- Petty cash management, banking of monies receipted, forwarding coded invoices to accounts department.
- Files are accurate and provided in a timely manner to accounts.

Behavioural Competencies

- Communicates effectively with homeowners, prospects, visitors, and internal team members.
- Is methodical and systematic with an eye for detail.
- Always considers the ethical results of actions.
- Motivates people & teams to perform to optimum levels.
- Identifies practical solutions to problems.
- Always looks for opportunities to make a difference in the community.
- Handles sensitive situations with diplomacy, patience, and listening skills.
- Delivers outstanding customer service.
- Takes ownership of and responsibility for all aspects of the role.
- Takes direction and guidance when required.
- Promotes the company positively both internally and externally.

- Your behaviour and communication always positively represent the Lifestyle Communities brand.
- You seek to find solutions and offer the highest level of customer service.



What will success feel like for you?

In addition to fulfilling the requirements listed in this position outline, you will be inspired and challenged, and your learning curve will be steep. You will genuinely believe in the purpose of the business, and you will wake up eager to start the working day where your contributions are valued and rewarded.

The key challenges of this role

- To create a community environment that promotes the resort theme through delivery outstanding customer service to all current, future and prospective homeowners.
- To resolve homeowners and community issues in a timely and satisfactory manner.
- Enhanced our image as the leader and premier destination for independent, active retirees.
- To be capable of working independently whilst also being part of a broader team and demonstrating a flexible, adaptable attitude in all situations.
- To communicate effectively with homeowners and work through challenges they present in a friendly, cooperative and understanding manner.
- To communicate effectively with the management team, colleagues, staff and sales personnel.
- Be financially responsible for the performance of the community.

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Signature

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