Claire Walker

Remote Property Manager

I am a dedicated and detail-oriented Remote Property Manager, Executive Assistant and Operations Manager with over 26 years of experience supporting senior executives and managing complex administrative functions. Proven ability to streamline processes, enhance productivity, and manage relationships across various sectors, including finance and marketing.

DOWNLOAD PDF | WORKING STYLE

Skills and Experience

Technical skills & Software tools

- MS Office & Google Workspace
- Xero, Pastel, Sage & QuickBooks
- Hubspot, Zoho & Pipedrive
- Monday.com
- Fixflow
- Slack & Calendly
- Mailchimp
- WordPress
- ChatGPT

Professional skills

- Property Management & Administration
- General Administration & Organisation
- Email & Diary Management
- Project Management
- Travel Management & Booking
- Event Planning
- Data Capturing & Proofreading
- Bookkeeping
- HR & Recruitment
- Sales & Customer Service
- Public Relations

Industry Experience

- Property & Real Estate
- Administration & Support Services
- Art & Design
- Business Management, Consulting & Coaching
- Customer Service
- Defense & Security
- Electronics & Technology
- Energy & Utilities
- Entertainment & Event Management
- Finance
- Hospitality
- Industrial & Manufacturing
- Pet & Animals
- Travel & Tourism

Work Experience

Remote Property Manager & Virtual Assistant

Outsourcery
Aug 2021 - Current

- **Serve as a Remote Property & Virtual Executive Assistant and for clients in the UK and Germany, enhancing operational efficiency across various industries.**
- **Assists a mortgage broker managing property sales in Europe, overseeing compliance, document checks, and client communication.**
- **Manage key accounts in the financial sector, utilizing tools such as Xero, Dext, Palantir, TIS, and Workday.**
- **Provide executive support using HubSpot, Zoho, and internal HR systems.**

Virtual Executive Assistant

Premier VIP International
Jul 2019 - Current

- **Develop branding and marketing strategies while providing high-level personal assistance.**
- **Coordinate production schedules and manage client communications.**

Virtual Assistant & Property Manager

International Family
Mar 2016 - Mar 2019

- **Managed visa applications and travel arrangements, ensuring compliance with regulations.**
- **Oversaw property management tasks, enhancing operational effectiveness.**
- **Managed a heritage property on Steenberg Estate, adhering to strict guidelines, including sourcing bespoke materials.**

Part-time Operations/Admin Manager

SurePure Marketing S.A. (Pty) Ltd
May 2004 - Current

- **Oversee logistics for local and international shipments, coordinating with agents on customs and import/export duties.**
- **Manage HR functions, including staff performance reviews and recruitment processes.**
- **Collaborate with sales and marketing to strengthen client relationships, design promotional materials, and manage the company website.**
- **Lead IT initiatives, ensuring server maintenance and security for staff operations.**
- **Coordinate shareholder relations, organizing meetings and distributing documentation.**
- **Execute event planning for exhibitions and corporate events, including staffing and logistics.**

Admin Manager/Client Services

ABSA Bank Ltd
Feb 1998 - Apr 2004

- **Delivered telephonic client support for the Western Cape, ensuring high satisfaction rates.**
- **Spearheaded training programs for regional admin managers, enhancing operational standards.**
- **Managed client contracts and facilitated travel arrangements for staff.**
- **Received an achievement award for creating a database of all the Western Cape Electronic Banking clients, which was used as a template for all the other Absa regions.**

Education & Certifications

N4 Certificate in Business Administration

South Peninsula College

Copyright © 2025. Seamless. All rights reserved.