



# Tracey Pereira

REM Retail Vic

ADMINISTRATION MANAGER  
Melbourne East



[Tracey.Pereira@colliers.com](mailto:Tracey.Pereira@colliers.com)

## EDUCATION AND QUALIFICATIONS

Retail Leases Act course,  
Property Council of  
Australia (2007)

Diploma Business  
Accounting (2005)

Real Estate for Agents  
Representatives (2005)

Certificate IV in  
Microcomputer Technology  
(1997)

VCE (1993)

## CONTACT DETAILS

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## AREA OF EXPERTISE

Throughout my 12 years of extensive experience in Retail Management, working in the shopping centre environment, large format retail and now head office, I have contributed to the successful running and financial management of these properties.

## PROFESSIONAL ACCOMPLISHMENTS

In my various roles at Endeavour Hills Shopping Centre and Geelong Homemaker Centre (with 2 years as Centre Manager), I was able to achieve and be a part of:

- J Successful lease negotiations inclusive of ATM's and telecommunications facilities and assignments of lease.
- J Two redevelopments including the addition of an Aldi store to the Centre and a major refurbishment.
- J Preparation of financials and budgets with an overall outgoings budget in excess of \$11m, and manage a rental income budget in excess of \$16.4m.
- J Oversee staff
- J Liaise with solicitors on lease instructions and defaults.
- J Ensure compliance with state retail legislation.
- J Negotiate rent reviews.

My previous roles in retail management have positioned me very well for my current role as Administration Manager / Team Assistant across our mixed retail portfolio in Victoria.

## BUSINESS AND EDUCATIONAL BACKGROUND

2016 to Current – Administration Manager & Team Assistant, Colliers International

2007-2009 Centre Manager – Endeavour Hills Shopping Centre and Geelong Homemaker Centre (ING Real Estate)

2004-2007 Assistant Centre Manager – Endeavour Hills Shopping Centre & Geelong Homemaker Centre (Savills)

2002-2004 Finance Manager – Endeavour Hills Shopping Centre, Stud Park Shopping Centre, Geelong Homemaker Centre, Moonee Ponds Central and Manuka Plaza (Jones Lang LaSalle)

1999-2002 Administration Manager – Endeavour Hills Shopping Centre & Stud Park Shopping Centre

1997-1999 Sales Administrator (SICPA Australia)

1996-1997 Marketing Secretary (Pilsbury Australia – formerly Pasta House)

1995-1996 Sales Secretary (Pasta House)

1994-1995 Junior Office Clerk (Pasta House)