



Property Sales Administrator

First National Real Estate Wiseland

Job Location: Gables, Sydney NSW

Job Position: Property Sales Administrator

Employment type: Casual

A great opportunity to develop your real estate career by joining a well-known Australian-wide real estate agency First National Real Estate Group.

First National Real Estate has more than 320 branches throughout Australia and offers the most dynamic, progressive property services, including sales, lease and management. First National Real Estate Wiseland is based in Gables. With a strong property marketing and sales team, we have helped many first-home buyers and investors find their homes across the Western Sydney area and other areas in Australia in the past years. The key to success is we ensure our employees feel valued at work and focus on customer service.

Because of our business expansion, we are currently in search of a Property Sales Administrator to become part of our team located at The Gables Office.

Responsibilities:

Administrative Tasks:

- Generate and issue property management agreements, leasing agreements, and exclusive agency agreements, etc
- Manage company email boxes and respond to inquiries
- Monitor and coordinate outstanding activities in property management systems.
- Maintain tenant and landlord information in property management systems.
- Assist new tenants in settling in and responding to inquiries
- Manage the front desk, including answering calls and directing inquiries
- Maintain the sales database and ensure accuracy
- Perform office maintenance and tidying up duties

Sales Support:

- Assist with listing prospects and presentations
- Provide team administration support, including marketing, data entry, reports, and a market appraisal
- "Meet and Greet" at open homes
- Manage marketing requirements, such as ordering EDM's, signboards, marketing materials



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- Post advertising and content online
- Liaise with an in-house photographer and graphic designer

Qualifications and Skills:

- A Real Estate certificate of registration is required, or alternatively, enrollment post-onboarding.
- Administrative/Marketing and sales experience in the real estate industry preferred.
- Driver's license preferred.
- Professional telephone etiquette and excellent communication skills.
- Proactive mindset with a willingness to learn.
- Strong computer proficiency and administrative skills, including Excel.
- Exceptional follow-up skills.
- Meticulous attention to detail.
- Process-oriented with excellent time management and prioritization abilities.
- Professional appearance suitable for a corporate environment.
- Self-starter who takes ownership of responsibilities.

If this role is of interest to you and want to know more about this opportunity, please contact us using the details below.

First National Real Estate Wiseland

Email : HR@firstnationalwiseland.com.au

Website : www.firstnationalwiseland.com.au