



We are looking for a dynamic individual who ideally has Real Estate office experience, who is highly organised, has a strong work ethic, able to work unsupervised, and has exceptional customer service skills.

To be successful in the role you will need:

- Professional telephone manner
- Highly organised with excellent time management
- Exceptional people skills
- Your personality must be enthusiastic, energetic, self-motivated with a positive 'can do attitude'
- A passion for Real Estate
- Excellent computer skills
- Database management skills
- Experience with Microsoft Office products

This is a challenging position that will require the ability to multitask and respond well to customer enquiry while assisting with the administrative needs of our sales and property management departments.

A Real Estate Certificate of Registration is desirable but not necessary if you are willing to obtain one in the near future.

If this position sounds perfect for you, then we'd love to hear from you!

Please send your resume and cover letter to renee.batchelor@raywhite.com