

## **Receptionist & Property Assistant. - Full time**

At MGM Martin, we are a leading real estate agency committed to delivering outstanding service and exceptional results to our clients. With a reputation built on trust, integrity, and a client-centric approach, we take pride in helping individuals and families find their dream homes or make strategic investment decisions.

### **Responsibilities:**

As the new Receptionist & Property assistant, you will be working with a friendly, qualified and high-performing team to successfully manage our office portfolio. The role is a full time 8.30am-5.30pm, Monday-Friday position with the possibility of working Saturdays.

- Answering phones, office enquiries and greeting walk-ins
- Opening mail, scanning, emailing including redirecting mail/change of addresses
- Allocating emails to staff
- Forwarding invoices to accounts for payment
- Forwarding strata notices to tenants and landlords
- Assisting Property Management with enquiries and key handling
- Maintaining office cleanliness
- Office stock-take regarding supplies and office equipment
- Preparing lease packs
- Preparing & logging keys for office trades and staff
- Opening and closing office

### **Qualifications:**

To succeed as a Receptionist/Property Assistant, you should possess the following qualifications:

- Previous experience in reception duties
- Certificate of Registration in Real Estate Preferred
- Positive attitude and good energy
- Communication skills (verbal & writing)
- Punctuality
- Neat presentation
- Adequate notice for any leave or holidays needed taken

**Join Our Team Today:**

If you are ready to take your real estate career to new heights, we invite you to join our team of talented professionals. At MGM Martin, you will have the support and tools you need to thrive in a rewarding and fulfilling role. Apply now by sending your resume and a cover letter detailing your motivation to join our team. We look forward to welcoming you on board as a valuable member of our real estate family!