



## Job description

Elders Real Estate Lidcombe is currently offering an exciting opportunity for motivated and driven individuals. We are looking for a full-time **Receptionist/ Property Assistant** who is preferably multilingual. This role requires someone with an energetic and enthusiastic personality, who can handle multiple tasks at a time, work well under pressure and has a strong work ethic.

Your key activities will include (but are not limited to):

- Providing administrative support for our team.
- Managing walk-in inquiries.
- Liaising with vendors, tenants and tradespeople.
- Answering and re-directing phone calls.
- Responding to emails.
- Marketing and sales support.
- Maintaining the general cleanliness of the office.
- And various other administrative task.

To be successful you must have:

- Real Estate Experience. (preferable)
- A Real Estate Licence.
- Excellent interpersonal, verbal and written skills.
- The ability to work unsupervised and in a team setting.
- Computer, organisation and administration skills such as Microsoft and Property tree
- Corporate, professional presentation
- Knowledge of Real Estate Industry is desired with current Certificate of Registration or willingness to obtain.

If this sounds like an opportunity you would like to pursue, we would love for you to join our team. Please send through your resume and cover letter to Elders Lidcombe - [lidcombe@eldersrealestate.com.au](mailto:lidcombe@eldersrealestate.com.au)

Job Types: Permanent, Full-time

Salary: \$40,000.00 – \$50,000.00 per year

Schedule:

- Monday to Friday
- Weekend availability

Experience:

- Front desk: 1 year (Preferred)

Licence/Certification:

- Real Estate Certificate (Required)

Work Authorisation:

- Australia (Required)

Ability to Commute:

- Lidcombe NSW 2141 (Preferred)

Work Location: In person