

# Leasing Agent

At McGrath WNW HH, we believe in setting the highest standards in the real estate industry. As our office continues to grow and thrive, we are looking for an enthusiastic Leasing Agent to join our dynamic team.

If you are passionate about real estate and eager to contribute to a successful and supportive environment, this is the perfect opportunity for you. Whether you're just starting out in the industry or have some experience and are looking for a fresh challenge, becoming a Leasing Agent with us is the perfect platform to launch your career. You'll be gaining invaluable, hands-on experience that will prepare you for more senior, impactful roles within our business. Many of our top-performing property managers, sales agents, and business development managers began their journeys in leasing, learning the ropes of the industry and building a solid foundation for their future success.

## **About the Role:**

As a Leasing Agent at McGrath WNW HH, you'll play a key role in supporting the Property Management team. You will be the face of our business, working directly with potential tenants and assisting the property management team with inspections and administrative tasks.

## **Your day-to-day will include:**

- Conducting open homes and private inspections with professionalism and warmth
- Supporting Property Managers with routine inspections, entry reports, and tenant communication
- Managing tenant applications and ensuring all documentation is processed efficiently
- Preparing and organising tenant packs, keys, and maintenance reports
- Providing exceptional service to both tenants and property owners

## **About You:**

- A current Real Estate Certificate of Registration (NSW) or in the process of obtaining one
- Excellent communication skills and a professional presentation
- A positive, can-do attitude with the ability to work in a fast-paced environment

- Strong time management skills and the ability to multitask effectively
- Computer proficiency and a high attention to detail
- A valid NSW driver's license and access to a reliable vehicle