

Operations Manager

Join one of McGrath's leading teams in Western Sydney, renowned for its exceptional service and client-first approach. Our team is led by one of the top-performing agents in the region, bringing years of expertise and a track record of excellence in real estate. We pride ourselves on a vibrant, supportive, and high-performing team culture that consistently exceeds client expectations.

Position Overview:

We are looking for a dynamic and proactive Team Leader to oversee and support a high-capacity agent and their team in Western Sydney. The successful candidate will ensure all tasks and responsibilities of each team member are completed efficiently and to the highest standard. This role demands high attention to detail, excellent diary management, and outstanding communication skills.

Key Responsibilities:

- Lead and manage a team of real estate professionals, ensuring high performance and client satisfaction.
- Oversee daily operations, ensuring all team members complete their tasks effectively.
- Provide executive administrative support, including diary management and scheduling.
- Maintain meticulous attention to detail in all aspects of work.
- Communicate professionally with clients and team members to ensure smooth operations.
- Foster a positive and collaborative team environment.
- Assist in the preparation and management of properties for market, including liaising with trades and organizing inspections.

Candidate Profile:

- Proven experience in team leadership and management, preferably in the real estate industry.
- Exceptional attention to detail and organizational skills.
- Strong communication and interpersonal skills.
- Proactive approach to problem-solving and task management.

- Ability to maintain confidentiality and handle sensitive information.
- Self-motivated with a positive outlook and a client-first attitude.
- Familiarity with real estate operations is preferred but not necessary.

What We Offer:

- Opportunity to work with a leading agent at McGrath.
- Supportive team culture with a focus on professional development.
- Access to industry-leading technology and systems.
- Attractive remuneration package with incentives.
- Participation in company and community events.