

About the Role

As a Sales Associate, your responsibilities will include:

- Assisting with open homes, private inspections and auctions
- Registering and qualifying buyers
- Following up buyers after inspections and maintaining strong relationships
- Managing buyer enquiries and matching buyers to suitable properties
- Conducting outbound calls and prospecting for new business
- Assisting with database growth and CRM management
- Calling past buyers, sellers and local contacts
- Supporting letterbox drops, door knocking and local-area prospecting
- Assisting with listing presentations and property appraisals
- Preparing property information, brochures and marketing material
- Coordinating photography, floor plans, signboards and campaign requirements
- Assisting with auction and pre-auction preparation
- Keeping vendors updated throughout the campaign
- Monitoring competing properties and local market activity
- Supporting the lead agent with day-to-day sales activities