DYNAMIC

RESIDENTIAL

An exciting opportunity is now available for full time work in our Abbotsford office. A growing Real Estate Agent in Melbourne, our company specialises in residential sales, project marketing, property management and owners corporation management.

We are currently seeking an enthusiastic and motivated individual to join our office as an Administration Assistant.

The Role

- Managing front office reception: Answering, screening & directing calls, greeting clients, keeping front office presentable, managing keys
- Database management: Maintain and update property databases, sales & rental information as well as maintaining softcopy and hard copy files (where applicable)
- Administration & general support for Sales, Property Management and the Marketing team
- Preparing cover letters, memos, contracts, Property Management and sales administration documentation
- Liaising with relevant parties for sales updates (internal / external teams)
- Liaising with trust accountant for receipts and deposits
- General office duties and any other general tasks

Skills and Experience

- Relevant real estate experience is preferred
- Exceptional customer service & time management skills
- The ability to multitask and have a 'Can Do' attitude
- The ability to prioritise and work within deadlines
- Excellent written and verbal communication skills in English and Chinese
- Excellent attention to detail
- Proficient use of all Microsoft Office Applications
- Ability to learn quickly and take ownership of the role

To Apply

Please forward an up-to-date copy of your CV to liz.fonseka@dynamicresidential.com

Only short-listed candidates will be contacted.