

## Real Estate - Assistant to Leading Sales Consultant

This position would be suitable for someone who has industry experience and seeking to take the next step towards a sales career as personal assistant to a high-achieving Senior Sales Consultant.

Applicants with experience as a successful BDM or Property Manager may consider this position.

Since 1924, Miles Real Estate has led the way in all property matters and today, with offices in Ivanhoe and Rosanna, it continues to provide a first-class service to Banyule and areas beyond.

As volume of sales increases and our dynamic and friendly team keeps growing, we are now looking for a highly motivated, very organised, well-presented and articulate Personal Assistant to join us in making 2021 a year to remember while making your future a long-term success.

This exciting, challenging and rewarding role represents a significant first step in the real estate industry. Assisting and supporting our leading Sales Consultant, the role provides an outstanding opportunity to learn from the best, receive excellent on-going training, work with leading-edge processes in a supportive environment and follow an inviting path to career progression. Salary package negotiable depending on skill and experience.

This is a Full-Time position working weekdays and Saturdays.

### Key Responsibilities:

- Assisting with Open for Inspections and Auctions
- Attending sales training, sales meetings and company events
- Administrative duties, data entry and database management
- Assisting with property appraisals
- Liaising with vendors, landlords, tenants and buyers
- Preparation of marketing and prospecting materials
- Regular communication with buyers and sellers
- Liaising with solicitors and service providers

### Key Requirements:

- Energy, drive, commitment, reliability
- Friendly, positive and outgoing personality
- Willingness and ability to listen, learn and grow
- Excellent work ethic
- Strong administration and computer skills
- Outstanding written and verbal communications skills
- Ability to work independently and multi-task
- Excellent personal appearance
- Desire to succeed and progress in the real estate industry
- Current driver's licence and respectable vehicle ownership

Please note, the successful applicant will be required to possess an Agent Representative Certificate, driver's licence and undergo a police check.

If you would like to join our sales team, please apply now by submitting a cover letter and resume to [kdonhardt@milesre.com.au](mailto:kdonhardt@milesre.com.au)