



EST. 1924

Leasing Consultant/Assistant PM | Ivanhoe

Full-time position, Tuesday to Saturday

- Position available due to internal promotion and career progression
- Perfect position to kick start your career in property management
- Fun, vibrant, friendly, and supportive team

Miles Real Estate, a well-established medium sized Rosanna and Ivanhoe Real Estate Agency has remained a market leader in Banyule and surrounding municipalities for almost 100 years due to their integrity, dynamic and forward-thinking philosophy that underpins the business, matched by a level of customer service that stems from effective established practices - personal, friendly, caring and above all attentive.

At Miles Real Estate, we believe our people are our most valuable asset, and all of our team are provided with training and development opportunities, have access to support with our Employee Assistance Program.

Check out our [careers page](#) on our website for staff testimonials and insight to working at Miles.

About the Role:

Due to the internal promotion and career progression of one of our current Leasing Consultants, Miles is looking for an energetic and enthusiastic Leasing Consultant/Assistant Property Manager, to join our busy residential property management team. You will be required to work Tuesday to Saturday.

Typically, your duties will include (but not limited to) the following:

- General residential sales marketing and administration tasks, including ordering, boards, brochures, photos, floorplans, flyers/letterbox drop cards
- Preparation of Market Appraisals for sales agents
- Marketing Schedules
- Title searches

No experience required just a keen willingness to learn, however, you **must** have your Agents Representative Certificate, Current Police Check (less than 6 months old), current Driver Licence and well-maintained reliable car.

About You:

- Outstanding communication and negotiation skills
- Impeccable presentation
- Outstanding work ethic, reliable and committed.
- Strong focus on customer service
- Proactive, can-do attitude
- Self-motivated and driven to succeed
- Police Check (current, less than 6 months old)

- Agent's Representative Certificate
- Victorian Driver's License
- Well, maintained reliable car

If this sounds like you, please forward cover letter and resume to:
lfitzpatrick@milesre.com.au or call Lisa on 0400 740 408