



EST. 1924

## Marketing Administrator, Residential Sales | Rosanna

Full-time position, Monday to Friday

Miles Real Estate is a medium sized organisation with approximately 80 employees based in Ivanhoe and Rosanna. With a long-standing history in our local community, we pride ourselves on local knowledge, exceptional customer service and commitment to both our clients and employees.

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.

We now have an exciting opportunity for a Marketing Administrator within our Residential Sales Division based at our Rosanna office.

### About the Role

You will be responsible for providing full administrative and marketing campaign support to our busy sales team.

Duties will include:

- 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

### About You:

- Exceptional attention to detail, and organisational skills
- Proven ability to meet deadlines
- Possess excellent written and verbal communication skills
- Proficient in Microsoft Office Suite
- Knowledge of Box + Dice, Campaign Agent and Campaign Track an advantage but not essential
- Ability to work well within a team
- Enjoy working in an energetic and busy office environment

An opportunity to join a family friendly, supportive, fun, and energetic agency.

\*No agencies please.

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