

Casual Leasing Assistant – Residential Property Management

Miles Real Estate - Ivanhoe

Casual - Saturday

- Casual position
- Leasing Assistant
- Immediate start

About the opportunity

We have an opportunity for a Casual Leasing Assistant to work Saturdays to support our Residential Property Management Team. This is an ideal position for anyone with previous residential property management or real estate sales experience seeking a casual role.

About YOU

- Excellent personal appearance and presentation
- Energetic, enthusiastic, self-driven, committed, reliable
- Excellent work ethic
- Friendly, positive, and outgoing personality
- Outstanding written and verbal communication skills
- Excellent organisation and time management skills

Must have

- Certificate IV in Real Estate Practice (Agents Representative)
- Current driver's licence and respectable vehicle ownership
- Current Police Record Check (less than 6 months old)

About the opportunity

- Conduct rental property Open for Inspections
- Welcome, manage, and record attendance of prospective renters
- Maintain notes and feedback to property owners
- Provide feedback to property managers
- Car allowance

When you join the team at Miles, you will instantly feel the difference that an optimistic, supportive, and connected workplace brings.

Interested? Please apply now by submitting a resume and cover letter to:

Lisa Fitzpatrick - Email: lfitzpatrick@milesre.com.au

****PLEASE, NO RECRUITMENT AGENCIES***