

SALES ADMINISTRATOR

Ouwens Casserly Real Estate is Australia's fastest growing independent residential property firm - our success is borne of culture, professionalism and a genuine desire to help people reach their goals through property. An opportunity is available to join our successful sales team in the role of Runway Administrator.

We are seeking an exceptional Sales Administrator to play a key role in coordinating the sales administration process from the beginning of the listing until the sales process is complete. The role works closely with and supports the Sales Consultants.

Key responsibilities include:

- Front of House – answer incoming calls and greet visitors
- Preparing meeting rooms
- Ordering stationery
- Working with the Sales Consultant to prepare the agency agreement and contract processing
- Processing all Sales Agency Agreements
- Database management – update and manage the CRM
- Coordinating property marketing including signboards, brochures, DL's and internet launch
- Managing auction boxes and documentation
- Arranging video/photography and floor plan bookings
- Invoicing and payment processing
- Providing general administration support to the team
- Handling vendor queries as required

To be considered for this opportunity, you will have:

- Real estate experience
- A genuine desire to provide exceptional administration support and customer service
- Experience working with a CRM/database
- Intermediate Microsoft Office skills
- Outstanding presentation and communication skills
- A love of all things administration
- Excellent time management and organizational skills
- Strong work ethic and attention to detail.

As an industry leader, Ouwens Casserly requires the successful candidate to have the ability to engage and connect with the company vision and reflect the company values of Authenticity, Optimism, Passion and Precision. In return you will be provided with a fun, results and team focused culture to work in with attractive benefits.

Please send your application to Simone de Laine, People and Culture Manager – careers@ocre.com.au by 3rd January 2020.