

Reception Role.

The Role

Managing generic email
General office assistance
Monday to Friday 9:00 – 5:30pm
Answer phone calls accordingly
Administration assistance to sales department
Front of house presentation, meeting and greeting clients

The Benefits

Supportive & social team environment
Constantly gaining more exposure to Real Estate

To succeed in this role, you will need

An Agents Representative Certificate
Previous corporate related experience
Proficient in the use of Microsoft Office Suite
Ability to work independently and proactively
Great attention to detail and a friendly demeanour
Excellent Communication and organisational skills
A high level of personal presentation and professionalism
Exceptional customer service and time management abilities

To Apply

Email a copy of your resume, cover letter and copy of your agent's rep certificate to
belinda.lowe@harcourts.com.au