

PERSONAL ASSISTANT (PA) TO REAL ESTATE PROFESSIONAL

Full-time - Eastern Suburbs
Agents Representative Certificate and Car Required
Outstanding Opportunity - Remuneration Negotiable

Fletchers Real Estate is a leading firm in the eastern suburbs. One of our top sales people is looking to appoint a PA to assist him to continue to grow his practice. This position is based in our Balwyn North Office.

This position requires an understanding of the real estate industry with a valid agent's representative certificate.

Working 5 days per week including some Saturdays you will support your sales professional in all aspects associated with residential real estate transactions, including but not limited to:

- Process associated tasks with the listing and sale of properties;
- Co-ordinate preparation of all marketing materials;
- Manage database, diary and telecommunications;
- Occasionally attend open houses and buyer appointments.

The successful candidate will be highly motivated and organised. They will have a good understanding of residential property transactions, be computer literate and well versed in MS Word and Outlook. They will enjoy meeting and dealing with people, but will thrive on and be focused on the administrative requirement of the position.

This is a long term position in an exciting industry. A great opportunity for the right candidate. Please forward your resume now.