

Personal Assistant

HOME789 • Redfern NSW 2016



Base pay

\$50,000 - \$50,000



Work type

Full Time



Contract type

Permanent

Perks

CLOSE TO TRAIN STATION

INNER CITY

Skills

SELF MOTIVATED

MICROSOFT OFFICE

STRONG WORK ETHIC

Full job description

About the Company

HOME789 is a publicly listed company which specialises in project marketing and property management. Over the years HOME789 has established itself as a premier property agency having won numerous awards some of which include but are not limited to - 2018 Winner of The Australian Business Award for Service Excellence and Innovator of the year finalists for the Real Estate Business Awards 2017.

At HOME789, we have a fun and sociable working environment. We are individually driven but also teamwork-focused in achieving the best results. Our people are very valuable and as such, we encourage and looking for ways to support their growth and development in order to maximise their full potential.

About the Role

Reporting to the Director, the Personal Assistant will provide professional support across a range of daily tasks and personal matters for the Director.

To be considered for this fantastic opportunity, it is essential that applicants meet the following criteria:

Job details



Date posted

31 May 2021



Expired On

30 Jun 2021



Category

Property & Real Estate



Occupation

Administration



Base pay

\$50,000 - \$50,000



Contract type

Permanent



Work type

Full Time



Job mode

Standard/Business hours



Industry

REAL ESTATE



Sector

PRIVATE BUSINESS



Work Authorisation

AUSTRALIAN CITIZEN / PERMANENT RESIDENT



Company size

11 to 50

- Previous experience in Personal Assistant role is preferred
- A current NSW Drivers Licence
- Exceptional communication and interpersonal skills
- Strong attention to detail and ability to multi-task
- Analytical and research skills
- Loyal and committed work ethic
- Profound computing skills, including MS Office applications and CRM Management
- Fluent oral and professional written English
- Ability to speak Mandarin, and Cantonese is preferred but not necessary

This role would suit a person who thinks outside of the box and is self-motivated with a 'can-do' attitude.

If this opportunity sounds like what you're looking for, please forward your CV.

We thank all applicants in advance as only shortlisted candidates will be contacted.