

## Sales Administrator

P3 Recruitment • Double Bay NSW 2028



Base pay

\$55,000 - \$70,000



Work type

Full Time



Contract type

Permanent

### Perks

TRAINING

### Skills

MICROSOFT OFFICE

### Full job description

Are you an experienced Administration Assistant or Receptionist looking for a role where you're not stuck behind the desk all day? Do you enjoy all things admin but also like getting out and about and leaving the office? Then this is the role for you!

Our client is currently seeking an Assistant to support three high profile agents with all things sales admin as well as getting out of the office and showing some of Sydney's most luxurious properties in Sydney's desirable Eastern suburbs. This role involves all the fun stuff in real estate, such as attending and coordinating marketing shoots, auctions and conducting open homes for properties worth \$5 million plus.

This is a fantastic opportunity for someone who has impeccable communication and people skills, is highly organised and has a genuine interest in the industry.

### The Position

In the role of Sales Administrator, your key responsibilities will include:

- Preparing marketing appraisals, comparable sales and agency agreements
- Coordinating and attending photo shoots
- Coordinate and conduct open houses and private inspections by appointment
- Organising final inspections

### Job details



Date posted

**01 Jun 2021**



Expired On

**01 Jul 2021**



Category

**Property & Real Estate**



Occupation

**Administration**



Base pay

**\$55,000 - \$70,000**



Contract type

**Permanent**



Work type

**Full Time**



Job mode

**Standard/Business hours**



Industry

**HUMAN RESOURCE**

**REAL ESTATE**



Sector

**PRIVATE BUSINESS**



Work Authorisation

**AUSTRALIAN CITIZEN /  
PERMANENT RESIDENT**

- Preparing run sheets and attending night Auctions
- Prepare For Sale and Sold property reports
- Preparing and sending all sales details to Solicitors, Vendors & Purchasers
- Upload new staff onto platforms including Realestate.com, Domain and the company website
- Order sales collateral and adhoc tasks as required
- Attending sales meetings and training sessions

### **The Person**

The ideal candidate for the role of Sales Administrator will have:

- Previous experience in a Real Estate Administration/Sales Support or Reception role
- A current NSW Certificate of Registration
- A valid driver's license and own car
- Flawless administration, Microsoft Office & computer skills
- Impeccable and professional presentation as you will be dealing with high-profile clients
- Excellent verbal and written communication and interpersonal skills
- High attention to detail

### **The Perks**

- Rare opportunity to join an award-winning, luxury Eastern Suburbs Real Estate brand, with high end properties!
- Work with a high-profile Principal and award-winning agents!
- Show some of Sydney's most luxurious properties!
- Do all the fun stuff in Real Estate, NO prospecting and cold calling

### **Apply in Strict Confidence**

This role is BRAND NEW today and exclusive to P3 Recruitment. It is not to be confused with anything else advertised!

Submit your CV by hitting **APPLY NOW** or contact:

**Abbey Bullivant**

**Email: [abbey@p3recruitment.com.au](mailto:abbey@p3recruitment.com.au)**

**Mobile: 0478 787 558**

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