

Junior Trainee

Pinstripe Recruitment • Sydney NSW 2000



Not provided



Work type
Full Time



Contract type
Not provided

Job details



Date posted
12 May 2021



Expired On
11 Jun 2021



Category
Property & Real Estate



Occupation
Administration



Base pay
Not provided



Work type
Full Time



Job mode
Permanent

Full job description

- Wow! What a great place to start your professional administration career.
- Apply now for an immediate start
- Certificate 4 in Finance and Mortgage Broking offered as part of employment

Here's a role where you can be trained on the job, show your initiative, take responsibility, and launch your career.

The company offers its clients a fully integrated approach to buying property and creating wealth for their future. They provide tailored advice with convenient access to mortgage brokers, financial planners, property managers, buyer's agents, and legal services.

In this role, you'll get exposure to a range of industries such as:

- [Mortgage Brokers & Home Loans](#)
- [Legal Services \(Solicitor & Conveyancing\)](#)
- [Financial Advisors](#)
- [Property Management](#)
- [Buyer's Agent](#)
- ['First Home Buyers'](#) and ['Wealth Creation'](#) educational courses

Due to growth, they now need to hire a junior who is helpful, friendly, cheerful, and willing to learn. The role offers lots of variety as a key employee supporting your team members. It includes some reception duties, taking messages, meeting and greeting clients, helping with correspondence, data entry, assisting with the financial application process, and updating databases.

Sound like you? We're looking for someone with lots of energy and enthusiasm who has **great computer, customer service, communication and organizational skills.**

You will need to have:

- Excellent communication skills – written and verbal
- Good PC skills – MS Office
- Corporate presentation
- Good attention to detail
- A high degree of numeracy and literacy
- The willingness to learn and follow instructions
- A positive attitude and be willing to accept responsibility and truly take ownership in this role, as you will often be working unsupervised – so lots of initiative is essential.

School leavers are encouraged to apply. A friendly team and a conveniently located modern CBD office (**near Wynyard Station**) awaits you. The hours of work are 9.00 – 5.30 pm, Monday to Friday. Employees love coming to work here and being part of a cohesive, fun, hardworking team, and successful business. **Certificate 4 in Finance and Mortgage Broking** will be offered to you as part of your training and development.

Snap this full-time role up! Press the apply now button and send your resume to Pinstripe Recruitment, or call Tamara Hatton-Ward on 0413 345 325 if you have any further questions.