

Reports to

Principal, Sales Director

Position summary

Create, maintain and follow up the sale and listing of residential real estate.

Key responsibilities

- Coordinate and facilitate the selling and buying of residential real estate properties
- Maintain and promote a great deal of contact with the public and with associated professions eg builders, solicitors, conveyancers etc
- Convey all relevant information clearly and accurately to potential buyers and vendors
- Assess buyers needs and locate properties for their consideration
- Provide high level customer service and follow up to all clients and potential clients
- Adhere to all legislative and company requirements and procedures

Requirements

- Full driver's licence and reliable vehicle
- Mobile phone

Selection criteria

- Good communication and negotiation skills
- Well presented with confident approach
- Well organised, strong attention to detail
- Enthusiasm and commitment to the position