

Join Our Team

Client Manager to Richard Clucas

We are seeking a Client Manager to assist one of our award-winning sales reps. Highly organised with a focus on providing a memorable experience in every interaction.

What's on offer?

- Generous remuneration package
- Phone and car allowance
- Dedicated undercover parking
- Latest technology and highly efficient procedures
- High intensity, fast moving environment
- Hands on, supportive management team
- Monday – Friday role, occasionally working afterhours

What we want in you:

- Real estate experience desired
- Great personal presentation
- Valid driver's license and reliable vehicle essential
- You must be tech savvy and a pro with Microsoft Office
- Experience with Agentbox would be highly advantageous
- A positive attitude with the ability to perform under pressure
- The ability to multitask and effectively manage your time is essential
- Good phone etiquette
- Polished communication skills and a genuine passion for being around people
- Work autonomously and has good initiative
- A desire for long term employment

The role:

- Day to day support and management of the sales rep
- List to launch preparation, inc. property preparation, scheduling marketing etc
- Sale to settlement nurture, inc. contract conditions, communicating with brokers etc
- Attend inspections where necessary
- Maintain database system (Agentbox)
- Home open preparation
- Reconciliation of marketing accounts
- Management of marketing distribution

TO APPLY: Please send your resume to kayler@edisonmcgrath.com.au