

# **Ray White**<sup>®</sup> **Rockhampton**

## **POSITION VACANT**

### **Property Management Receptionist**

Award winning, family owned Real Estate in North Rockhampton is seeking a full time Junior Receptionist with a particular interest in Property Management and long term career aspirations in Real Estate.

This is an exciting opportunity for an Entry Level/Junior Receptionist to align themselves with an award-winning agency. Amazing support and mentoring will ensure that you reach your full potential.

#### **The Role**

We strive to provide the best property management service with a team that is driven by excellence. We are dedicated to giving both our tenants and landlords the highest level of service, matching quality properties with quality tenants.

You will be responsible for

- Dealing with all inbound communication, whether phone calls or walk-ins.
- Interacting with tenants and landlords- both current and prospective, tradespeople and other clients
- Receipting rent
- Assisting the Property Managers to complete basic Property Management paperwork
- Ensuring the integrity of data entry

#### **Personal Attributes**

- - Highly organised with excellent time management skills
- - Has a deep desire to improve
- - Customer focused
- - Establishes rapport easily
- - Has a proactive approach to systems and procedures
- - Has an understanding of the importance of the team and your place in it
- - Acts with integrity
- - Well-presented and articulate
- - Is driven and learns by doing
- - Seeks career progression

With the right approach, this receptionist role is a fertile starting point for a long and successful career in our office.