

Job Description

Personal Assistant to Director

Exciting opportunity for a highly efficient, property focused PA to support a successful and dynamic Director.

This innovative Property Group is located in the inner west, the small team manages traditional and holiday properties as well as selling luxury property on and off market. This role will see you working in a high performance environment where you will be keeping up with the high energy and busy pace of the Director, and her varied requirements. As her right hand person, you will be her eyes and ears, and play a critical role in the business, managing upwards to ensure that she is on time, and has every document she needs to do her job.

The Role

- Diary Management including scheduling and confirming all appointments
- Administration tasks for the Director including responding to queries, emails, updating social media, website and data base management
- Record keeping for projects.
- Preparing properties to go to market including organising quotes and styling
- Facilitating communication with solicitors on various matters
- E-filing documentation for all projects, traditional filing
- Preparing Property Management, inspections and daily receipting
- Office administrative duties and central contact for ad-hoc support to the team for holiday letting properties

The Person

5 years minimum previous PA experience is essential. Ideally in Property / Real Estate.

- Be approachable and accessible, and possess excellent problem solving abilities
- Strong and accurate communication skills
- Have the ability to work at a very fast pace, juggle lots of activities simultaneously whilst keeping a cool head
- Organised, task lists and a sense of urgency towards completing role requirements to the highest of standards
- Proven influential and relationship management skills as you liaise with stakeholders daily
- The ability to under promise and over deliver, ensuring you operate with integrity, honesty and competence
- Demonstrate high levels of initiative and be able to work autonomously with little direction

- Have exceptional administration skills, a highly developed communication style and very strong computer literacy in MS Word, Excel, PowerPoint and Outlook, In-design desirable

The Perks

- Modern Office/ Mac Friendly
- Dynamic team environment
- Attractive salary package / Bonus structure

Apply in Strict Confidence

Job Type: Full-time

Salary: \$50,000.00 to \$60,000.00 /year

Qualification Questions

You have requested that Indeed ask candidates the following questions:

- How many years of real estate experience do you have?
- Are you in Drummoyne NSW?
- Do you have the following licence or certification: drivers?
- Do you speak English native?
- Have you completed the following level of education: Associate?