**Sales Personal Assistant**

We are searching for a highly organised, dedicated and motivated person to join our busy sales administration team.

You will have excellent time management, be highly organised and possess high level communication and interpersonal skills. You will have strong computer and administration skills, ability to manage time efficiently and be able to multi-task.

This role will include however not be limited to:

* *Provide administration and organisational support to sales agents*
* *Database management*
* *Answering phones and liaising with clients*
* *Preparation and management of sales documentation ensuring meticulous attention to detail*
* *Diary control*

To be successful in the role you will need:

* *Strong administration background and experience*
* *Highly-skilled in typing, writing, grammar and oral communication.*
* *Excellent professional presentation*
* *Computer competency*
* *Good interpersonal skills*
* *Reliable and punctual*
* *Exceptional time management skills with the ability to meet strict deadlines.*
* *Experience within the real estate industry (desirable)*

If you are looking to join a dynamic and fun team but committed to working hard, please email your resume and cover letter to [michelle.kershaw@recentral.com.au](mailto:michelle.kershaw@recentral.com.au)