**Receptionist**

We are seeking a dynamic, fun and friendly receptionist to join our team.

* Excellent career opportunities
* Positive and vibrant office culture
* Stepping stone into a career in real estate

**Duties and Responsibilities:**

* Manage the day-to-day function of reception
* Meeting and greeting clients
* Answering and directing incoming calls
* Preparation of rental and sales documents
* Providing administration support to the team
* Opening and closing of business premises
* Banking and running errands

**Skills and experience:**

* High level organisational skills
* Excellent communication skills
* Immaculate presentation
* Strong attention to detail
* Microsoft Office experience
* Positive attitude with an interest in personal development
* Previous real estate industry preferred but not essential
* This is a full time position located in Darwin CBD.

Real Estate Central is a long established agency with a fresh dynamic approach to real estate. We believe that the people that work in our agency are the key to our success. The business of real estate is more to us than just property. At Real Estate Central, it's about people. We believe in fostering strong relationships and creating lifelong clients.

If you are interested in furthering your career and joining our amazing team, please forward your resume and cover letter to Michelle Kershaw via [michelle.kershaw@recentral.com.au](mailto:michelle.kershaw@recentral.com.au)