**PROPERTY MANAGEMENT LEASING CONSULTANT**

Real Estate Central is seeking an experienced, energetic and motivated Property Management Leasing Consultant. The successful candidate will effectively explore the market to identify opportunities and secure tenants for our vacant properties.

**Why work for Real Estate Central?**

* We are a well-known local real estate company offering a friendly atmosphere and a great support network.
* We celebrate personal bests, team goal achievements and offer rewards, incentives and recognition.
* In-office training provided, salary, bonuses, work vehicle and phone provided.

**Responsibilities**

* Presenting vacant properties to prospective clients
* Assisting residential landlords to find suitable tenants
* Promoting vacant properties through advertising and media
* Negotiate leasing terms and complete agreements
* Validate application information and references
* Provide accurate information on the different property features
* Attend meetings and provide accurate details with data.
* Provide general assistance to Property Managers.

**Qualifications and skills required**

* **Must** hold a current real estate licence (Cert IV in Property Services).
* You must have a valid NT drivers license.
* Previous real estate experience preferred but not essential.
* Knowledge working with REST, Microsoft office, Excel.
* Meticulous attention to detail.
* Be able to prioritise, problem solve and multi-task in a fast paced environment.

**Personal Attributes**

* Neat personal presentation.
* Possess high level of honesty, integrity and reliability.
* Excellent written and verbal communication.
* Positive attitude and customer focussed.
* Work well in a team environment

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).

**This position is full-time (with some weekend work) and located in the Darwin CBD. Salary and bonus structure is available upon request.**