

EXECUTIVE ASSISTANT - UNLEY

Ouwens Casserly Real Estate is Australia's fastest growing independent residential property firm - our success is borne of culture, professionalism and a genuine desire to help people reach their goals through property.

The Executive Assistant will support one of OC's top performing Sales Consultants, within our Unley office. The role will provide exceptional administration support ensuring the smooth day-to-day running of the Sales Consultant's diary and appointments.

Key responsibilities include:

- Diary management and appointment coordination
- Working with the administration team to organize all marketing and property related material and correspondence
- Database management and reporting through our key CRM system
- Preparing for open inspections including arranging and attending photo shoots and preparing advertising copy for advertising
- Attending building inspections and bank valuations
- Vendor and Supplier liaison
- Appraisal preparation
- Managing social media accounts
- Providing exceptional administration support

Key qualifications & experience include:

- Executive Assistant experience (essential)
- Real Estate Industry experience (highly desirable)
- Advanced Microsoft Office skills
- Database management experience
- Experience with Agent Box desired but not essential
- Experience with Realtair desired but not essential
- Exceptional attention to detail and organisational skills

As an industry leader, Ouwens Casserly requires the successful candidate to have the ability to engage and connect with the company vision and reflect the company values of Authenticity, Optimism, Passion and Precision. In return you will be provided with a results and team focused culture to work in, with industry training and career development opportunities.

Please send your application to Astrid Hogg, People & Culture Coordinator - careers@ocre.com.au by Friday 12th February 2021.