



SALES ADMINISTRATOR – ADELAIDE

Ouwens Casserly Real Estate - Australia's fastest growing independent residential property firm!

Ouwens Casserly Real Estate was founded in 2014 by Alexander Ouwens and Nathan Casserly. In only 7 years, rapid growth now sees OC with 5 offices across Adelaide, and 110 employees across the sales and property management space.

Our success is borne of culture, professionalism, and a genuine desire to help people reach their goals through property.

WORKING AT OC...

OC is an innovative and progressive organisation, striving to always improve and streamline our processes, whilst maintaining the highest-level customer experience for our clients. We are a values-based organisation, and we provide a results and team-focused culture to work in. We know our people are our most valuable asset, and we strive to provide industry training and career development opportunities wherever possible.

OUR SUPPORT SYSTEMS...

Ouwens Casserly have developed a strong corporate structure, employing talented professionals to support our Sales and Property Management team, including:

- Sales Administration
- Property Management Administration
- Marketing and Digital
- Finance
- Operations and Systems
- Information Technology
- People & Culture

OTHER PERKS..

Along with our outstanding support team to get you set up for success, OC also offer:

- Structured and tailored induction and training programs
- OC's online Learning Management System (LMS)
- Flexibility and remote working opportunities
- OC's wellness program, including mindset sessions and access to our EAP Benestar
- A large community focus and participation with local charity organisations each year
- Regular team building sessions, guest speakers and whole team celebrations

THE ROLE...

Based at our Adelaide office and reporting to our Administration Manager, the Sales Administrator plays a key role in coordinating the sales administration process from the beginning of the listing until the sales process is complete. The role works closely with the Sales Consultants to manage the entire sales administration process.

Key responsibilities include:

- Working with the Sales Consultants and wider administration team to provide contract administration support
- Preparing addendums for contracts or agency agreements as required
- Database management including updating and maintaining the CRM
- Providing administrative marketing support
- Managing vendor queries as required
- Coordinating settlement gifts
- Providing back up support to Front of House.

JOIN THE TEAM...

To be considered for this opportunity, you will have:

- Sales administration experience (essential)
- Real estate experience (preferable)
- Advanced MS Office skills
- Database management experience (CRM), Agent Box is an advantage
- Exceptional attention to detail, organisation and time management skills
- Ability to carry out duties autonomously and work effectively in a team environment
- Exceptional customer service experience

TO APPLY...

If this sounds like an environment in which you feel you connect with the company vision and reflect the company values of Authenticity, Optimism, Passion and Precision, then we would love to meet you.

Please send your application to [Astrid Hogg, People and Culture Coordinator - careers@ocre.com.au](mailto:Astrid.Hogg@ocre.com.au).

Please note: due to a large volume of applications, there may be a delay in response to your application, however the People & Culture team will endeavour to reach out to all candidates.