

SALES ADMINISTRATOR

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.

Reporting to the Operations 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 Administrators and Executive Assistants to manage the entire sales administration process. Based primarily at our Adelaide office, this role has the ability for flexible working locations and will provide support as our 'floater' to our other office locations during leave periods.

Key responsibilities include:

- Provide sales administration support to a select number of Sales Consultants
- Manage the workload overflow
- Cover leave periods for all offices (floater)
- Conduct twice yearly performance check-ins and reviews
- Liaise with Business Partners from each sub office in relation to all sales administration
- Process Sales Agency Agreements and prepare contracts
- Database management - update and manage the CRM
- Be the go-to person for CRM queries, support and training
- Coordinate property marketing including signboards, brochures, DLs and internet launch
- Prepare addendums for contracts or agency agreements as required
- Liaise with suppliers (Fotobase, Smartposts) and building supplier relationships

To be considered for this opportunity, you will have:

- Sales administration experience (essential)
- Leadership experience
- 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

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 and Culture Coordinator - careers@ocre.com.au by 5pm Friday 30th October 2020.