

Office Coordinator - Bundoora

Fletchers, one of Melbourne's leading real estate firms, is seeking an outstanding person to join our exceptional Bundoora office.

In this front facing role, you will be the first point of contact greeting visitors to our brand new office, answering and allocating all incoming calls, as well as assisting our Property Management and Sales teams in an administrative capacity. This is a wonderful opportunity to create a solid foundation in real estate and, in time, the possibility of progressing your career within our company.

Working Monday to Friday, the focus of the position is to deliver exceptional customer service to our clients and provide efficient assistance.

The role

To support our Sales Team and Property Management on a daily basis. Duties include and are not limited to:

- Undertake receptionist activities including answering and allocation of phone calls
- Provide administrative support to maximise the productivity of our team
- Management of keys and key handovers
- Database management
- General data entry tasks
- Setting up/scanning take over files
- Printing & posting VCAT notices

About You:

Our ideal candidate will be well spoken, well presented, confident and have a professional and friendly manner.

To be successful in this dynamic role you will:

- Previous experience in either a reception or administration role
- Professional demeanour and a positive, friendly attitude
- Strong communication and organisational skills
- Excellent time management skills and can adhere to deadlines
- Ability to work independently and show initiative
- Be punctual and reliable
- Live locally

Some of the many great reasons to make Fletchers your professional home:

- Our culture is focused on creating a positive employee and customer experience
- Our team is a pleasure to work with; we only employ nice people!
- Our leadership team is professional, approachable and have an open door policy
- Fletchers was established in 1919 so we know what it takes to succeed

How to apply:

Interested candidates should express interest by sending a resume and a cover letter to bradley.brown@fletchers.net.au explaining why you are motivated by a career in real estate and the reason you are the best person for the job.