

Customer Service Manager

One of Lake Macquarie's finest agencies
A business based on Family values
A strong team environment

This is a fantastic opportunity for an individual who is looking for a long-term career in Real Estate and depending on your goals, would represent a great career move.

We are now accepting applications from professional and ambitious candidates who are looking for a position that gives them the career they desire. This would suit someone who has already had some sales experience but feels it may be time for a change, however they want to stay in the real estate industry.

As the Customer Service Manager, you will be one of the driving forces in assisting the sales team of Marshalls Property achieve their goals and KPI's.

Role focus

- Handling appraisal enquiries and booking appointments on behalf of the sales agent
- Database management
- Handling phone and email enquiry from prospective purchasers
- Organisation and preparation of monthly Market Reports
- Prospecting for new business by following up Market Reports
- Assist with sales administration and back up for the Senior Sales Administrator
- Client care, appraisal and buyer follow up

To be successful you must:

- Have a current Real Estate Certificate of registration
- Have a current driver's license and car
- Be immaculately presented and well groomed
- Be a strong team player
- Have excellent communication skills both written and verbal
- Have strong Administration skills
- Possess a strong work ethic, self-belief, confidence and a positive can-do attitude

If you are a self-motivated and enthusiastic candidate who has the drive to succeed, then we would like to hear from you.

How to apply:

Ideally, we like you to drop your resume and cover letter into Marshalls Property Belmont or you can send your resume and cover letter to: sales@marshallsproperty.com.au