



### Internship description:

The individual is required to contribute to the provision of quality services by providing administrative support for the real estate agency in a professional and efficient manner, which will reflect the company's reputation in the real estate industry.

Supporting a team of professionals, the individual will be required to demonstrate initiative and work as an enthusiastic team member in accordance with the organisation's office routines and procedures, keeping in mind the overall business objectives.

The individual will be trained from the ground up in a fun and fast paced team, with exposure to both sales and property management transactions, and receive mentorship from our cultivated team and directors.

Company name:

Bradfield BadgerFox Pty Limited ABN 21 658 314 875

Location:

Double Bay, NSW 2028

Company description:

Bradfield BadgerFox aims to provide competitive services in the real estate market, selling and managing residential and commercial property. Our company strives for local market leadership and is continually seeking to enhance its reputation among both the public and members of the industry for honesty, integrity and competence as real estate practitioners.

### Internship details:

Start date:

Finish date:

Number of days per week:

2

### Duties and responsibilities:

Provide administrative support to the sales and property management teams including but not limited to:

- Assisting with market research and appraisals
- Word processing duties and report preparation
- Organise and prepare marketing material
- Attend routine appointments and assist with open homes (supervised)
- General administration throughout sales and rental processes
- Database management and updates on the internet
- Learn how to find and convert leads



## Desirable attributes:

Ability to communicate clearly and professionally at all levels.

The ability to create a positive, everlasting impression with the most professional, courteous, and expedient manner and to continually strive for superior client service.

Proactive, punctual, and reliable.

Enjoys dealing with people and treats colleagues and clients in a manner which demonstrates integrity, honesty, and fairness.

Generates and acts on new ideas that add value to the business. Looks at different ways to solve problems and address difficulties.

Strong administration skills – organised, thorough, systems orientated, excellent levels of computer literacy, with meticulous attention to detail.

Well-presented, well-spoken, and vibrant nature.

## Application process

Please prepare a resume as well as a covering letter stipulating your interest in the above internship and your suitability for this role.

Submit your application in a Word or PDF format to Skye Barry, Ascham Community Relations Manager, via email at [community@ascham.nsw.edu.au](mailto:community@ascham.nsw.edu.au)

The resume should include:

- Any relevant work experience
- Current and past tertiary courses of study
- A minimum of two references (employment references are preferred but not essential)
- Contact details
- Availability for the role in 2022/2023.

Shortlisted candidates will be contacted by the host company.

Remuneration, timing and 2022 commencement date for the internship will be negotiated directly between the successful candidate and host company. Please note the internship is first and foremost a learning experience. The benefits of the opportunity afforded to the intern will be considered in the remuneration.

**Applications close 12 August 2022**