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| **Trainee Administration / Property Management Assistant****Position Description** |
| **Purpose**Position Descriptions are written statements that clearly describe the duties or task to be undertaken, including responsibilities of a job. The position description may also include information about working conditions, tools, equipment used, knowledge and skills needed possible relationships with other positions and health and safety requirements of the position and the organisation in general.The Position Description is to be used as a reference document when assessing the workplace health and safety conditions at the worksite/s. |
| **Employee Name: TBC** | **Date PD Issued: February 2025** |
| **Position: Trainee Administration / Property Management Assistant** |
| **Host Employer: Hunter French Real Estate**  | **Supervisor: Michael Tsigeridis** |
| **Host Employer Address: 22/1 Central Ave, Altona Meadows VIC 3028** |
| **Westvic Staffing Solutions Apprentice/Trainee Consultant: Murray Fielding** |
| **Duties of Position:**Trainee Administration / Property Management will learn to undertake a range of functions to contribute to the smooth operation the real estate agency and property management division within the organisation. They may be responsible for greeting people and attending to enquiries made by phone or in person, and assisting Managers / Directors by performing clerical, secretarial duties. |
| **Tasks Involved:****The Trainee Administration / Property Management Assistant may perform any or all of the following tasks:*** Meet and greet clients as they enter the office / property inspections
* Assist with development of content for sales presentations and other materials.
* General admin (Answering phones/photocopying / laminating / data entry / scanning & electronic filing, hard copy filing)
* Social media & assistance with marketing / promotion
* Recording and entering of property enquiries
* Administration tasks associated with property marketing
* Liaising with clients
* Attend conventions, seminars, and staff and association meetings to remain knowledgeable about real estate markets.
* Opening and closing office
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| **Work Conditions:**The Trainee Administration / Property Management may work for one person or a group of people. In some areas of employment, long hours of work and/or travel may be required |
| **Personal Requirements:*** Well organised
* Responsiveness
* Honesty and integrity
* Able to work as part of a team
* Able to meet deadlines
* Good communication skills
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| **Qualifications and Licenses Required:*** Driver’s License (preferred)
* Reliable vehicle
* Certificate IV in Real Estate Practice (to be enrolled upon successful appointment)
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| **Workplace Health and Safety:*** Follow Westvic Staffing Solutions’ and the Host Employer’s Workplace Health and Safety policies, procedures and workplace instructions
* Co-operate with the Employer and Westvic Staffing Solutions with respect to any action taken by the Host Employer and Westvic Staffing Solutions to comply with any requirements to provide a workplace that is safe and without risks to health
* Correctly wear and maintain items of personal protective clothing and equipment that are provided
* Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions whilst at work
* Report any incidents with in the workplace to the Host Employer and Westvic Staffing Solutions without delay.
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| **Additional Information*** **Hours Per Week: 38**
* **Days per Week: Monday – Friday**
* **Award / Agreement: National Training Wage / Real Estate Industry Award 2020**
* **Hourly rate: As per award**
* **Superannuation: 11.5 %**
* **Some weekend work may be required**
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| **Copy to : 🗌 Employee 🗌 Host Employer 🗌 Main File**  |
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 **Position Description Acknowledgement**

All parties have received, reviewed and fully understand and accept the Position Description and the tasks and conditions included within.

EMPLOYEE:

Employee Name:

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_/\_\_\_\_/\_\_\_\_\_

HOST EMPLOYER:

Host Employer Name:

Host Employer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_

WESTVIC STAFFING SOLUTIONS:

Westvic Staffing Solutions Representative Name:

Westvic Staffing Solutions Representative Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_