

Our business is growing which means we have an exciting opportunity for an Administration Officer to join our friendly and dedicated team.

Wicks and Co Enterprises Pty Ltd is a family owned and operated company, located in the centre of Murgon in Queensland and specialising in Rural and Residential Real Estate and Livestock Sales.

Some requirements of the role include:

- Providing expert administration services to the Livestock sales team with including pre- and post-sale marketing, general data entry, Market reports and sale number draws, invoice preparation and distribution and some accounts payable from time to time.
- Managing a CRM database, file management and preparing client reports
- Assisting Managing Director with calendar management, filing and maximising business development opportunities.
- Assisting the Real Estate Sales team with sale files and client communications.
- Assisting with social & digital media marketing
- General reception duties (ie. answering phone calls, postal, letters, cleaning, maintain stationary and stocks etc)

The successful candidate will have;

- Previous experience in Administration or a willingness to learn
- Strong Communication, resourceful and forward thinking
- Strong numeracy and organisational skills
- The ability to follow systems and procedures as required
- Critical thinking and problem solving skills
- Strong attention to detail
- Have the ability to provide a high level of customer service and build relationships with current and future clients.
- Proficiency in Microsoft Office
- Proficiency and/or the ability to learn real estate CRM systems
- Proficiency and/or the ability to learn livestock CRM systems
- Able to work independently and as part of a team
- Good verbal and written communication skills

What we offer:

- Terrific work culture and friendly professional environment
- Flexible working arrangement
- Competitive salary + opportunity for annual incentive will be negotiated based on successful applicant experience.
- Flexibility + access to professional development + uniform allowance

To apply, please send a covering letter with your resume to: Amy Wicks
amy@wicksandco.com.au

All applications will be handled in the strictest of confidence.