



fitzpatrick's real estate

138 baylis street, wagga wagga
www.fitzpatrick's.com.au
phone 02 69 211555

application

real estate
sales consultant

applications close

5.30pm, Thursday 31st January 2013

position details

Position Title:	Real Estate Sales Consultant
Department:	Sales Department
Award:	Real Estate Industry (State) Award
Basis:	Full-time
Applications Close:	5.30pm, 31 st January 2013
Responsible to:	Sales Manager & Directors of Fitzpatricks Real Estate

Positions Reporting to this position: Nil

Obligations:

Every employee while at work:

- a) Shall take reasonable care for the health and safety of persons who are at her/his place of work and who may be affected by her/his acts or omissions at work;
- b) Shall follow policies and practices that do not discriminate against individuals in employment or education on the basis of race or ethnicity, sex, marital status, pregnancy, sexual preference, disability, and religious or political affiliation.
- c) Shall observe the Code of Conduct and Code of Ethics of the Real Estate Institute of NSW and Fitzpatricks Real Estate.
- d) Maintain the confidentiality of all information obtained.
- e) Follow the dress code as set out in the letter of employment.

PURPOSE

In this position you would be responsible for real estate sales and listing duties in accordance with the objectives of the Sales Department of Fitzpatricks Real Estate, both in respect to clients and Fitzpatricks Real Estate processes, systems, data, knowledge, client lists and goodwill.

NATURE AND SCOPE

Fitzpatrick's Real Estate is a well-established local company striving for local market leadership associated with selling and managing real estate. We are continually seeking to enhance our reputation amongst both the community and other members of the industry for honesty, integrity and competence as real estate practitioners.

You will be expected to demonstrate commitment, loyalty and an ability to work as an enthusiastic team member in accordance with office routine and procedures.

This will be carried out in accordance with accepted codes of conduct as developed by appropriate organisations in the Real Estate Industry.

Our mission is to ensure the provision of a high quality service that exceeds customer expectations.

The role of this position would be to ensure that all tasks associated with the activities of the Sales Department are carried out in an efficient, diligent and professional manner.

The duties of the sales consultant include:

- Carry out prospecting activities
- Conduct listing and sales presentations
- Conduct open house presentations
- Communication with vendors, and potential purchasers

selection criteria – real estate sales consultant

Essential:

- Experience in a sales environment
- Sound written & oral communication skills
- Excellent people management and negotiation skills
- Established time management and organisation skills
- Experience with Microsoft Office software
- Current drivers licence

Desirable:

- Demonstrate initiative indicative of the ability to become part of an integrated team of people committed to a harmonious workplace and superior customer service.
- Certificate of Registration or Statement of Attainment in Real Estate Practice.
- Data Base Experience

Please address all selection criteria in a statement and attach this to your application.

application

Please take time in completing this form, as it is an important part of our assessment of you.

The position for which you have applied requires qualifications and/or experience which is considered essential and desirable in performing the duties of the position.

Title: Mr/Mrs/Ms/Miss **Full Name:** _____

Address: _____

Phone Numbers: Hm _____ Wk _____ Mob _____

Email Address: _____@_____

Driver's Licence Number: _____ **Class:** _____ **Expiry Date:** _____

What are your personal ambitions?

Within 12 months:

Within 5 years:

Discuss your interest in Real Estate:

Do you think your personality is suited to real estate sales? Why?

List your connections to Wagga Wagga:

Describe your strengths which would make you effective at listing real estate in Wagga Wagga:

What is your current salary?

Indicate the salary level you would see as being achievable as a successful agent :

Year 1: _____

Year 2: _____

Year 3: _____

If your application is successful, when would you be able to commence?

___/___/___

Please make a note here of any questions or comments:

education details

Please attach full copy of academic transcripts for any recent senior school studies and/or all university or college studies completed or currently being undertaken.

employment history

The position for which you have applied requires experience, which is considered essential and desirable in performing the duties of this position.

In addition to completing this application form, please attach a **FULL CURRICULUM VITAE** and a **STATEMENT** explaining how your qualifications and/or experience fulfil the criteria which are specified for the position. Within your Curriculum Vitae, please provide a summary of your full employment background commencing with your most recent position. Also give a description of the main duties and responsibilities for each position. Experience obtained from outside the paid workforce should also be included where it is relevant to the position.

references

Please attach a minimum of two written references and the contact details of three referees.

Referee 1

Name: _____

Position: _____ **Email:** _____

Company: _____

Address: _____

Phone Numbers: Hm _____ Wk _____ Mob _____

Referee 2

Name: _____

Position: _____ **Email:** _____

Company: _____

Address: _____

Phone Numbers: Hm _____ Wk _____ Mob _____

Referee 3

Name: _____

Position: _____ **Email:** _____

Company: _____

Address: _____

Phone Numbers: Hm _____ Wk _____ Mob _____

additional information

Have you any known condition for which the employer will need to accommodate either for interview or for you to perform the duties of the position for which you have applied?

If so, please give details:

I certify that all my answers and statements on this application from and any attachments thereto are true and complete to the best of my knowledge. I understand that should I provide untruthful or misleading information, this application may be rejected or my employment with Fitzpatrick's Real Estate subsequently terminated.

Signature: _____

Date: ____/____/____

checklist

Please ensure you have:

- Completed all sections of the Application Form
- Signed the Application Form
- Attached your Curriculum Vitae
- Attached statement in meeting Essential and Desirable criteria
- Attached copies of any relevant Certificates, References, Driver's Licence etc

Applications and supporting documents can be delivered to 138 Baylis Street; emailed to lyn@fitzpatricks.com.au or Posted to PO Box 5, Wagga Wagga, 2650