



Dream Job Web

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Real Estate Representative

Description

Our client, Om Tatsat Pty Ltd, is seeking two experienced Real Estate Representatives to join their team. The role involves assisting buyers and sellers, conducting inspections, preparing documentation, and providing professional advice on market trends and property transactions.

Responsibilities

- Provide guidance and assist sellers and buyers in marketing and purchasing property.
- Negotiate, consult clients on market conditions, prices, mortgages and legal requirements.
- Perform comparative market analysis.
- Prepare necessary paperwork (contracts, leases, deeds, closing statements etc).
- Maintained and updated listings of available properties.
- Develop networks and cooperate with conveyancers, mortgage lenders and contractors.
- Promote sales through advertisements, open houses and listing services.
- Manage properties, including houses and other real estate assets, for sale or lease.
- Manage all aspects related to property settlement.
- Conduct property viewings, inspections, and provide expert advice to potential buyers.
- Offer valuations and guide them for both buying and selling properties and businesses.
- Assist both buyers in locating properties that aligned with their specific requirements.
- To formulate and execute comprehensive business plans, budgets, policies and procedures.
- Advise vendors on various sales and marketing strategies such as auctions and open house inspections.

Qualifications

- Certificate III including at least two years of on-the-job training, or Certificate IV in Real Estate Practice.

Hiring organization

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Employment Type

Full-time

Industry

Sales / Management

Job Location

3340, Bacchus Marsh, VIC

Base Salary

AUD\$ 78000 per annum plus 12% superannuation

Date posted

December 12, 2025

Valid through

12.01.2026

- At least three years of relevant experience as a Real Estate Representative.
- Proven track record in real estate.

Job Benefits

Competitive salary of \$78000 per annum plus 12% superannuation.

Excellent working conditions in a dynamic and supportive environment.

Potential for career advancement and growth within the business.

Join a vibrant workplace where your skills and contributions are valued and appreciated.

About Company

Om Tatsat Pty Ltd is a growing real estate business located at Bacchus Marsh, VIC 3340. The company provides professional services in property sales, marketing, leasing, and management. The company is committed to delivering reliable, client focused real estate solutions.