

PROPERTY CONSULTANTS - JOB SPECIFICATION

INTRODUCTION

Stocker Preston is the Largest Independent real estate company on the south west and recently opened our 6th office in Bunbury. We strive to provide a high level of service to our clients and our reputation is built on service & trust over 50 years.

We currently have 6 offices throughout South West and are poised for further growth. Due to our expansion and success in Bunbury, we are looking for talented Property Consultants who are top performers in their marketplace who will uphold our reputation and strong market presence by delivering exceptional customer service.

Stocker Preston offer a flexible work environment, extensive training and support in a fantastic team environment with excellent benefits and rewards.

DESCRIPTION:

To act as a representative for clients of Stocker Preston and negotiate the successful sale of properties, advise property owners on market conditions, conduct appraisals and takes instructions as to the terms and methods by which the property is to be sold and implement accordingly under the Reba code of ethics in conjunction with Stocker Preston Policy and Guidelines.

QUALIFICATIONS / REQUIREMENTS:

- Minimum 3 years in the Real Estate Industry
- Current Reba Registration
- Fully conversant with REIWA member standards and REBA code of conduct.

Must have a detailed knowledge of property, contract and agency laws relevant to buying, selling and leasing property as well as knowledge of the building industry, building techniques, zoning requirements and other related developments in the community.

They should possess excellent communication and interpersonal skills and the ability to work as a team member.

Property Consultants are required to provide their own computer compatible to specific requirements (which will be advised on induction), mobile phone, possess a high level of computer skills including experience with databases, email and internet applications and be able to work independently.

RESPONSIBILITY:

Directly responsible to the Licensee and in his / her absence the Managing Director.

REMUNERATION & CONDITIONS:

Employment is subject to the acceptance and signing of an Employment Contract. (to be provided after the interview process)

The employee will be required to work **38 hours** per week (“the contracted hours”), to be averaged over a 12 month period. The period will be the same period as set out in (2) below.

The employee’s contracted hours of work may be worked on any day, Monday to Sunday and shall be primarily shown on a 12 monthly roster prepared by the Agent from time to time.

Wage Guarantee

- (1) Under the Australian Fair Pay and Conditions Standard (AFPCS) the Agent is required to pay the employee at least the Federal Minimum Wage (FMW) for each of the contracted hours and any reasonable additional hours authorised by the agent in accordance with subclause 5(3). The FMW is currently \$13.47 per hour. This rate is adjusted from time to time by the Australian Fair Pay Commission and any increases in the FMW will be applied in accordance with the terms of this contract. The AFPCS guarantees that the employee will receive a basic periodic rate of pay for each of their guaranteed hours of work (the “Wage Guarantee”). The Wage Guarantee can be satisfied over a period of up to 12 months.
- (2) The employee and the Agent agree that the Wage Guarantee will be satisfied over a period of 12 months by the payment of commission payments in lieu of the payment of the FMW.

Commission Payments

- (3) To satisfy the Wage Guarantee the employee shall be entitled to commission from the Agent in respect of each completed real estate transaction for which the Agent has itself received commission exclusive of GST, and for which the employee is the effective cause, subject to supporting the claim with a copy of a valid “Authority to Sell” in respect of the transaction. The calculation method of the commission is set out in subclauses (4), (5), (6) and (10) below.

SPECIFIC DUTIES / COMMITMENT: as per attached job description

PROPERTY CONSULTANT

- Job Description

- Participate in the Property Consultant Duty Roster system of the company
- Attend weekly sales meeting and training session provided by the company.
- Attend to daily real estate enquiries
- Establish / develop and maintain client database including regular contact with all clients.
- Farm your allocated farming area for possible leads
- Provide market appraisals
- Successfully attain listings, negotiate the sale of property to settlement and complete appropriate paperwork in accordance to the REBA Code of Conduct.
- Conduct Home Opens when required.
- Keep up to date with current market conditions, government grants, FIRB and local shire policies etc
- Adhere to the Stocker Preston Operations and Procedures manual.
- Maintain the integrity of the Stocker Preston Corporate Image
- Maintain Reba Accreditation
- Attend sponsorship functions to promote your profile and the company.