

SALES TRUST ADMINISTRATOR – PARENTAL LEAVE CONTRACT

Garry Nash & Co. was established in 1983. Our team of 29 is committed to delivering the highest standard of ethics, values and client care. We strive to foster a caring workplace environment with a focus on developing team members to their full potential.

About the role

The Sales Trust Administrator plays a critical role in ensuring that the legislative requirements of property transactions are met. This requires a keen eye for detail, accuracy and an organised, methodical approach.

This is a part-time parental leave role 15.2 to 22.8 hours per week. The main days of work are Thursdays and Fridays, with some work required on Wednesdays.

Skills and experience

The successful applicant must be honest, hardworking, mature minded and enthusiastic. Other essential qualities include:

- Previous book keeping or trust account experience;
- Excellent numeracy skills;
- Excellent attention to detail and accuracy;
- Excellent communication skills.
- A satisfactory Police Check.

Remuneration

This position falls under the Clerks Private Sector Award 2010 Level 3 classification. Above award wages apply.

Position Description

To access the Position Description, please click on this link:

<https://tinyurl.com/y2z9zorf>

Please forward your application to:

Attention: Sarah Noble
Garry Nash & Co. Real Estate
23 Baker Street Wangaratta 3677
Or: email – snoble@garrynash.com.au

Applications close at 12pm on Wednesday 1 May 2019.

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