



Application

Residential Sales Consultant



fitzpatrick's.com.au



**138 Baylis Street, PO Box 5
Wagga Wagga NSW 2650
P: 02 6921 1555**

Position Details

Position Title:	Residential Sales Consultant
Department:	Sales Department
Award:	Real Estate Industry Award 2010
Basis:	Full-time
Responsible to:	Directors of Fitzpatricks Real Estate
Positions Reporting to this position:	N/A

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 of 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.

Purpose

In this position you would be responsible for real estate listing sales 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

Fitzpatricks Real Estate is a well-established local company with the vision “To be the company of choice for all real estate transactions in Wagga Wagga”. Fitzpatricks Motto “Honesty and integrity are the fundamentals at Fitzpatricks in all that we do and say”.

You will be expected to demonstrate commitment, loyalty and an ability to work as an enthusiastic team member in accordance with our team values, 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 and the Fitzpatricks Real Estate code of conduct.

Our mission statement: Always There - Fitzpatricks focuses on excellence and we will remain the market leaders by constantly challenging ourselves by evolving with technology, innovations, industry trends and cutting edge training and development. We understand our customers define our standard of quality and service, whilst their loyalty and respect must be earned and retained.

The responsibilities of this position include:

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

Selection Criteria – Residential Sales Consultant

Essential:

- Proven track record 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
- Social Media marketing experience
- 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:** _____

Cert. of Registration/RE Licence No: _____ **Expiry Date:** _____

What are your personal ambitions?

Within 12 months:

Within 5 years:

Do you consider yourself to be committed to work and have a strong work ethic?

Please provide examples.

Discuss your work ethic and working hours in your existing position:

Describe your communication and sales strengths:

Describe your communication and sales weaknesses:

Outline the extent of your computer software and social media knowledge and experience:

Discuss your interest in Real Estate:

Detail your knowledge of the real estate industry:

List your understanding of the desired strengths of a good sales consultant:

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 motivates you?

What would motivate you to succeed in real estate?

How would you personally define success as a real estate sales consultant?

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: _____

In what situations do you find yourself intimidated?

Give examples of your conflict resolution skills?

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

___/___/___

Please make a note here of any questions or comments:

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/RESUME and a STATEMENT addressing your relevant qualifications and/or experience to fulfil the criteria which are specified for the position.

References

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

Referee 1

Name: _____

Position: _____ Company: _____

Phone Number: Mob/Work _____ Email: _____

Referee 2

Name: _____

Position: _____ Company: _____

Phone Number: Mob/Work _____ Email: _____

Referee 3

Name: _____

Position: _____ Company: _____

Phone Number: Mob/Work _____ Email: _____

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 in your hand writing
- Attached a Statement/Letter addressing Essential and Desirable Criteria
- Signed the Application Form
- Attached your Resume/Curriculum Vitae
- Attached copies of References, Driver's Licence, Certificate of Registration; any relevant Certificates etc.

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fitzpatricks
real estate