

The logo for REIF (Real Estate Investment Finance) features the letters 'REIF' in a large, bold, white sans-serif font. To the right of the letters is a vertical line, followed by the words 'REAL ESTATE', 'INVESTMENT', and 'FINANCE' stacked vertically in a smaller, blue sans-serif font.

REAL ESTATE
INVESTMENT
FINANCE

PROPERTY ACQUISITIONS ASSISTANT

Title: Property Acquisitions Assistant Job Advertisement

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We are in the business of helping others achieve and making dreams come true.

We are seeking you, yes you, to come and be a part of changing lives and seeing those dreams become reality.

About Us

www.reif.com.au

Real Estate Investment Finance is an established finance and property group helping others achieve the dream of owning and building wealth through property.

We consist of a specialised team nationally who assist clients from First Homeowners to Savvy Investors with our head office and operations team situated in the Western Suburbs of Brisbane.

As a collaborative team, we work together to guide all clients through their journey and continue to support our clients thereafter. As our team has grown and our client base has grown, this is why we are looking for you!

When you join our operations team, you will see no two days are alike, the team has fun and let's you show up as your own individual self, you will have a voice to ignite change and you will have open doors to your own development and growth.

Whilst we work hard to make it happen, we also take time to recognise the team and have fun with monthly team events and social occasions.

Our passion for our clients and our industry has also proven successful with the team achieving on all levels and receiving national recognition for doing so.

Our achievements over the last 2 years:

- AMA Australian Brokerage of the year – Diversification
- AMA Young gun of the Year
- Australian Small Business Champion – Business of the decade
- Australian Small Business Champion – Entrepreneur of the year
- Australian Small Business Champion – Growth award
- Better Business Awards – Best Independent Office
- Better Business Awards – Newcomer of the year x 2
- National Mortgage Brokers – Top 11 Brokerages Nationally
- Better Business Awards - Wellness Advocate of the Year
- Better Business Awards - Best Branded Office
- Better Business Awards - Best Customer Service
- Better Business Awards - Best Finance Broker
- Better Business Awards - Mentor of the Year
- Women in Finance - Executive Assistant of the Year
- The CEO Magazine – Executive Assistant of the Year
- AFR - Best Places to Work

About the role

- You are the wing man or woman to our Property Acquisitions Manager
- You get to research property solutions, regions, areas, and other relevant information for our team, being the source of great support
- You get to be in control of the information and data and updating as the market changes
- You get to be creative with reports, templates, and information for REIF Property Specialists and B2B Partners
- As a people person, you will develop and grow strong network connections within the Real Estate and Construction Industry nationally
- Create and maintain a data base of State and Local Government Area information to best support our clients and our team
- Assist the property team with reactive matters and priorities with the ability to pivot in a high paced environment
- And of course, we all lend a hand in the team, so ad hoc duties as required within the scope of your role and abilities

About you

- Ability to work within a dynamic team to align to our core mission as a business
- Experience in either the construction industry or a property group
- Property Investment Analysis experience or similar is a must
- Industry and market knowledge
- Ability to write succinct reports on information gathered about each property
- Excellent verbal and written communication skills
- Impeccable approach to Customer Service and phone etiquette
- Attention to detail and punctuality.
- Exceptional presentation skills, determination, and the drive to exceed expectations and business performance requirements.
- A demonstrated ability to meeting targets and KPIs.
- An open mind with a flexible attitude – we are always improving, and we value your input.
- Must be a team player with a positive and vibrant attitude.

We provide the following support

- Training and development
- A support of team members
- The option for career growth
- A positive and fun work environment
- No 2 days the same
- Leadership that believes in you and support you
- A team that welcomes you to the REIF Family

If you are an outgoing, and hardworking individual who is looking for a dynamic and engaging work environment where you can make a real difference, then we would love to meet you!

Located in our head office in the Western Suburbs, this is a Full-Time Position.

For a confidential interview to discuss this opportunity further, please email your CV and cover letter to:

- Email recruitment@reif.com.au or apply through Seek
(No Phone calls direct to the company for any recruitment matters)