

The logo for REIF (Real Estate Investment Finance) is displayed in large, bold, white capital letters. A vertical line is positioned to the right of the letters 'E' and 'I'.

REIF

REAL ESTATE
INVESTMENT
FINANCE

CONTRACT ADMINISTRATION SPECIALIST

Highly motivated administration superstar with an internal drive for helping people!

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

About Us

www.reif.com.au

Real Estate Investment Finance is an exclusive 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.

We specialise in refinances, purchases, construction, SMSF, and everything in between within the residential market and we support all clients in the property purchase and investment space from start to finish and beyond!

We have a multi-national client base, access to off the plan and new construction nationally through our strong base of builders, and work with a panel of over 35 lenders.

The REIF team has been extremely successful in achievements and this year alone has been finalists and award winners across multiple platforms.

- 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

- Supporting all REIF clients through their property journey from expression of interest through to settlement of their land and further during their construction phase to the handover of a client's new property.
- Liaising with and working as a team with other REIF departments
- Working with solicitors to vet contracts and ensure key dates and contract particulars.
- Working with builders, their Development Managers, and their Contract Administrators to support the client journey process.
- Working with our business-to-business network to ensure a smooth process withholding brand and reputation.
- Working with the REIF Property Specialists and Finance Specialists to keep key dates in focus and support with loan document preparation from time to time and Construction progress payment requests.
- Preparation of contracts including the use of DocuSign.
- Referrals to our network of suppliers as a part of the holistic journey
- Attend client practical completion inspections and handovers where required for our interstate clients.
- Maintain and update an organised system of physical and digital records.
- Attend weekly meetings and provide updates on all progress of clients including workflow updates to each Finance and Property Specialist.
- Other ad hoc administrative duties.

About you

- Ability to work within a dynamic team to align to our core mission as a business
- Previous administration experience in an office required with previous contract administration experience preferred but not essential.
- Ability to read and vet standard HIA and QBCC contracts with an ability to convert to DocuSign or willingness to learn.
- General understanding of the construction process of a new residential property builds within Australia or be a fast learner.

- 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 client's expectations and business performance requirements.
- A demonstrated ability to meeting targets and KPIs.
- Genuine enjoyment in talking to clients and helping people.
- 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.

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

REIF supports and advocates each employees own 'individual health choices.

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)