



Marketing Coordinator/Sales Administration Part-time Position

Ray White Exmouth is seeking a skilled and self-motivated individual to join our team assisting all departments of our business. This exciting and productive role will require a person with a flair for marketing, ability to write content, an eye for detail, experience with social media and strong administrative skills.

Essential Criteria

- Strong computer skills
- Demonstrated administrative experience
- Ability to work in team environment
- Excellent communication skills
- Experience in writing content
- Good photography skills
- Working knowledge of Social Media marketing
- Knowledge of the local area and community

Desirable Criteria

- Previous real estate sales or property management experience
- Marketing qualifications or previous work experience
- Experience with databases

To apply please provide your resumé with covering letter by Monday 1st April:

- in person at Ray White Exmouth office at 17 Ross Street Mall, Exmouth; or
- by email to simone@raywhiteexmouth.com; or
- by mail to PO Box 362, Exmouth WA 6707.