

Workplace Agent

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Company: Cushman & Wakefield

Location: Perth

Category: other-general

Job Title Workplace Agent Job Description Summary Job Description Summary: To deliver exceptional customer experiences for every interaction, whilst delivering a range of workplace services. With a focus on anticipating needs, listening to the resident and visitors, and making every interaction simple, effective, and quick. Follow up the interaction to make sure residents have all they require. The Workplace Agent is the first point of contact on behalf of Cushman & Wakefield. Responsibilities: Greet and assist visitors, manage check-ins, and provide information. Maintain phone etiquette, manage emails, and issue access passes.

Ensure upkeep of front-of-house area and meeting spaces. Manage car park, locker facilities, and mail distribution. Coordinate valet services, cleanliness, and safety protocols.

Support workplace operations, innovate processes, and provide relief services.

Requirements: Positive attitude with reception or hospitality experience. Strong communication skills and customer service orientation. Proficiency in Microsoft Office and organizational abilities. Minimum High School Certificate. Core capabilities: Attention to Detail, Planning, Communication. Familiarity with basic systems and data management. Why join Cushman & Wakefield? As one of the leading global real estate services firms transforming the way people work, shop and live working at Cushman & Wakefield means you will benefit from; Being part of a growing global company; Career development and a promote from within culture; An organization committed to Diversity and Inclusion We're committed to providing work-life balance for our people in an inclusive, rewarding environment. We achieve this by providing a flexible and agile work environment by focusing on technology and autonomy to help our people achieve their career ambitions. We focus on career progression and foster

a promotion from within culture, leveraging global opportunities to ensure we retain our top talent. We encourage continuous learning and development opportunities to develop personal, professional, and technical capabilities, and we reward with a comprehensive employee benefits program. We have a vision of the future, where people simply belong. That's why we support and celebrate inclusive causes, not just on days of recognition throughout the year, but every day. We embrace diversity across race, colour, religion, sex, national origin, sexual orientation, gender identity or persons with disabilities or protected veteran status. As part of our ongoing commitment to RAP, Aboriginal or Torres Strait Island Islanders are highly encouraged to join us! (For AUS only) We ensure DEI is part of our DNA as a global community - it means we go way beyond than just talking about it - we live it. If you want to live it too, join us. As an equal opportunity employer, Cushman & Wakefield encourages Aboriginal and Torres Strait Islander and female candidates to apply. Cushman & Wakefield promotes safety at all times.

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